



Student Program

Information Pack

Information Pack.

Knight Frank is the world's largest privately owned property agency and consultancy. Founded in London in 1896, we have 523 offices in 60 territories employing over 18,000 professionals. In Australia, Knight Frank employs approximately 1,000 professionals in 24 offices.

Knight Frank represents its clients in both commercial and residential markets, offering professional, agency and consultancy services. We're passionate about property and are professional in everything we do, but it takes more than passion to make us the world's most successful privately owned global real estate agency and consultancy.

Our success is due to our people. We employ extraordinary people - so our clients have every right to expect extraordinary service. We access new ideas, information, trends and technologies early - which means our people gain knowledge faster and our clients benefit from our competitive edge.

We believe that inspired teams naturally provide excellent and dedicated client service. Therefore, we've created a workplace where opinions are respected, where everyone is invited to contribute to the success of our business and where they are rewarded for excellence.

The Knight Frank Student Program

The Knight Frank Student Program has been established to support the philosophy of 'growing our own' future property professionals. Our aim is to identify the best and brightest students undertaking property degrees.

The program has significant benefits to both the students involved and to Knight Frank.

Benefits to students:

- Consolidate learning at university with hands on work experience
- Gain experience and knowledge in a leading property firm
- Experience first-hand the different areas of the property industry
- Network with industry professionals
- Undertake meaningful work in a supportive environment
- Get paid while you learn!

Benefits to Knight Frank:

- Work with the best and brightest students across Australia
- Provide mentoring opportunities for experienced property professionals within our Company
- Employ qualified and experienced graduates who are able to "hit the ground running" because they know and understand our business.

What you can expect from the Student Program

The program runs for 36 weeks and is completed by students during their final year of their degree. **Commencing in February 2020**, a thorough induction and ongoing mentor support is provided. You will attend work 3 days/22.8 hours per week with flexibility to accommodate your studies.

You will have the opportunity to rotate through various divisions of the business, such as:



Property Management



Office Leasing



Valuation & Advisory



Agency/Sales

You will undergo an induction process where you will meet other students and past program participants who have successfully secured a permanent placement, and senior members of the Knight Frank team.

When you are settled into your initial rotation, some of the learning and development activities will include on-the-job learning, coaching/mentoring, and workshops/seminars.

The positions are based in our CBD offices in Melbourne, Sydney, Brisbane and Perth however some rotations may provide you with the opportunity to work in our other suburban offices or an on-site building.

NSW Student Program

Level 22, 123 Pitt Street, Sydney

VIC Student Program

Level 29, 120 Collins Street, Melbourne

QLD Student Program

Level 3, 12 Creek Street, Brisbane

WA Student Program

Level 10, 2 The Esplanade, Perth

On a day to day basis you may be involved in;

- Onsite inspections and meetings with clients
- Developing contact lists
- Marketing properties
- Data collection
- Budget preparation in Property Management
- Sales research
- Reading tenant leases
- Valuation title searches
- Outgoings reconciliations
- Production of floor plans
- Participating in team meetings
- Maintaining the client/property database
- Preparing property newsletters
- Attending/supporting auctions
- Writing ads
- Measuring from plans and contributing to valuation reports.

Graduates

At the conclusion of the program in October, the performance of each student is reviewed and assessed, and students may be offered a permanent position with the Company. We endeavour to offer all students permanent roles based on performance, a suitable match and preferences.

As an experienced hire/recent graduate, you could join a range of areas within Knight Frank:

- **Agency**
Sales & Leasing of Commercial and Industrial Properties
- **Property Management**
Gain broad exposure to property management from the start of your career.
- **Valuations**
Completing valuations of various commercial property types.

Criteria for selection

We get excited about individuals who are excited about the Property Industry. Our corporate values are Collaborative, Committed, Enduring, Inspirational, Innovative, and Respectful. We would expect that anyone wanting to join our business 'lives' and 'breathes' these values.

We are looking for:

Personal Style

- Excellent communication skills, both written and verbal
- Professionally presented
- A confident and friendly manner.

Education and Skills

- Completing final year of your qualification in 2020
- Academic achievement
- Relevant real estate licence/certificate, desirable
- High degree of computer literacy, in particular MS Office skills.

Commitment to Success

- Strong aspirations to work in the property industry
- Demonstrated work experience and strong work ethic
- Demonstrated initiative and proactive attitude.

The application and selection process

Your cover letter is our first impression of you. Take care when answering the questions and keep your responses succinct. We value people who are passionate about working in property and who are energetic and organised.

We thoroughly review each application against our selection criteria and the requirements of each department. You will be notified of the outcome of your application by email.

If your initial application is successful you will be invited to Knight Frank to participate in an assessment and/or face to face interviews.

Successful candidates from the interview process will be given a verbal offer, followed by a formal employment contract. You will have five working days to accept the offer to join the Knight Frank Student Program.



How to apply

If you are interested in joining our business, will be available to work three days per week throughout 2020 and are a permanent resident of Australia, you can apply by sending a copy of your CV and academic record as well as a succinct covering letter answering the following questions:

1. What areas of the Property Industry interest you and why?
2. Why you are interested in the Knight Frank Student Program?
3. What differentiates you from your classmates?

To apply, visit our website KnightFrank.com.au/recruitment/student-program to submit your application by 30 August 2019. Aboriginal and Torres Strait Islander candidates are encouraged to apply.

Late applications will not be accepted.

Please direct any queries to: KnightFrank.Careers@au.knightfrank.com