

<https://crisprecruitment.co.uk/job/property-secretary/>

Property Secretary

Description

Our Client is a prestigious, well-established, independent property agency who pride themselves on having a unique perspective when matching people with homes.

They are looking for an experienced Team Secretary to join their growing business providing support for the Sales Director and 4 negotiators. You will be required to manage all administration throughout the sale of a property to ensure a seamless process.

Responsibilities

Responsibilities:

- Supporting the Sales Director with a wide array of correspondence
- Updating property information and uploading to portals.
- Generating mail merge letters from Euro link software instruction letters
- Offer letters, memorandum of sale etc
- Ordering photos and floor plans and liaising with third party contractors.
- Maintaining office supplies/key system
- Answering the phone to perspective buyers
- Supporting the team in canvassing for new properties

Qualifications

Key Skills

- Property experience essential
- Understand the process from beginning to end of a sale going through
- Extremely high standard of written and verbal English
- Articulate and professional
- All about quality for work and attention to detail.

Contacts

Lisa.payne@crisprecruitment.co.uk

Hiring organization

Crisp Recruitment Ltd

Job Location

West Hampstead

Working Hours

09.00-06.00

Date posted

24 May 2022