



<https://crisprecruitment.co.uk/job/team-secretary-2/>

Team Secretary

Description

Our Client is a well-established and independent property agency who pride themselves on having a unique perspective on the entire process of matching people with homes.

They are looking for an experienced Team Secretary to join their growing business providing support for the Sales Director and 4/5 negotiators. You will be required to cover the lettings administration when needed.

Responsibilities

Responsibilities:

- Data entry into CRM system
- Supporting the Sales Director
- Updating property information and uploading to portals.
- Generating mail merge letters from Eurolink software instruction letters
- Offer letters, memorandum of sale etc (must have keen attention to detail).
- Ordering photos and floor plans and liaising with third party contractors.
- Researching new properties
- Maintaining office supplies/key system
- Answering the phone to perspective buyers

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

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Hiring organization

Crisp Recruitment Ltd

Employment Type

Full-time

Job Location

West Hampstead

Base Salary

£ 33,000

Date posted

7 June 2022