

**\*\*NEW JOB\*\*** A global real estate firm are seeking a Client Service Consultant. Based in Richmond and paying £20,000 plus commission.

Job: Client Service Consultant

Location: Richmond

Salary: £20,000 + commission

### **Job Description**

**We are looking for an enthusiastic person to join this busy sales team. Liaising with various other offices, this is an exciting and challenging role. Experience and initiative are essential. Primarily you will be organising mail outs, applicant chasing and liaising with our clients all with a view to generate more business and expand market share.**

### **Person Specification**

- Excellent communication skills with a professional phone manner.
- Sales background beneficial.
- Knowledge of London.
- Good organisational and multi tasking skills with the ability to prioritise and work under pressure.
- IT skills. Ability to use Microsoft Outlook and Excel essential.
- Target driven and career focused.
- Drive and determination with a strong work ethic
- Attention to detail