

**\*\*JOB\*\*** A property recruitment organisation are seeking a client services consultant. Paying up to £23,000 and based in St James. If you are interested please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

**Job Title:** Client Services Consultant

**Location:** St James

**Salary:** £23,000

**Job Role:**

**Key Duties:**

- Answering calls and meeting and greeting candidates
- Managing and maintaining the database
- Assisting in candidate management and resourcing
- Posting of roles on the company website and other relevant portals
- Running the different social media accounts associated with the company

**Key Skills:**

- Personable telephone manner
- Ability to make candidates feel comfortable and at ease
- Highly confident and organised
- An understanding of social media
- Keen attention to detail