JOB An international real estate agency are seeking a Lettings & Sales Administrator. Based in Chelsea and paying up to £28,000.

Job Title: Administrator
Location: Chelsea
Salary: Up to £28,000

Job Role:

Your role will involve:

• General Reception duties, answering the telephone and referring calls to the appropriate member of the team
• Registering applicant's details
• Ensuring e-mails are responded to in a timely manner
• Administering lettings & sales files including our system data entry
• Prepare correspondence for lettings & sales
• Supporting and assisting the team with administrative duties including deal progression, renewals, deposit registration
• Simple accounting, invoicing relating to tenancies including chasing of unpaid invoices
• Meticulously recording property details and updating website & web portals
• Securing Clients keys and operating the current key system efficiently
• Ordering office supplies and looking after the post
• Responding to queries
• Looking after basic marketing, ordering photos/ floor plans and window cards
• Anti-Money Laundering checks & filing

The Individual:

• Well-presented and have a professional approach
• Be computer literate - specifically with the ability to use MS Word, Excel and Outlook
• Excellent standard of communication
• Customer focused
• Strong administration skills
• Ability to work well in a team environment
• High accuracy and attention to detail
• Be able to multi-task
• Extensive training is available via our in-house academy