

**** NEW JOB**** A well-known property company are seeking an Office Assistant. Based in Fulham and paying up to £26,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Office Assistant

Location: Fulham

Salary: Up to £26,000

Job description:

Main responsibilities:

- Answer all incoming and internal telephone calls
- Greeting all visitors to the office and organising refreshments as required
- Providing information as requested by callers and visitors and answering queries
- Organising and monitoring couriers, tracking their progress and reporting as necessary
- Receiving and distributing post and any deliveries to the office
- Distributing and franking the post at the beginning/end of each day
- Ensuring excellent presentation of the office at all times
- Keeping window cards/brochure displays/office systems up-to-date
- Keeping the kitchen suitably equipped and tidy
- Regular checks on stationery and ordering as required
- Team secretarial tasks including typing correspondence, including letters, mail merges, schedules, reports, pitches, meeting minutes, Memo Of Sales, instruction letters, Pre-Valuation letters, Offers/ Offer/rejection letters etc
- Assisting with mailshots
- Creating sales particulars
- Liaising with sales clients and arranging booking of viewings/ managing diaries
- KPIs and invoicing
- Sales and lettings advertising
- Photocopying and filing
- Creating and sending out weekly vendor reports

- Update sales list
- Responsible for sales and lettings keys
- Tagging up magazines
- Organising brochure drops
- Maintain and organise property files
- Maintain printers and franking machine
- Book viewings
- Anti-Money Laundering compliance for Sales

Requirements:

- Professional approach to reception duties
- Attention to detail
- Smart and tidy personal presentation
- Confident and pleasant personality with the ability to remain courteous and patient when dealing with clients
- Excellent communication skills both over the telephone and in person
- Capable of quickly building a good rapport with clients both over the telephone and in person.
- Ability to establish and maintain effective working relationships with colleagues at all levels
- Good organisational and multi-tasking skills
- Punctual and reliable