

**\*\* NEW JOB\*\*** An international residential and commercial real estate agency are seeking a Sales Administrator. Based in Hyde Park and paying up to £22,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Sales Administrator

Location: Hyde Park

Salary: Up to £22,000

## RESPONSIBILITIES

- Manning the office when the negotiators or any other staff members are out on appointments.
- General administrative duties in relation to sales.
- E-mail- both internal and external to be written correctly, spell checked, politely, professionally and in a manner that upholds the Brand.
- Any other duties within capabilities as and when required.

## Front Desk

- Meet and greet visitors to the office with enthusiasm and a smile
- Ensure that the front desk is always manned and that the office is left secure should you need to leave your desk or the shop floor.
- Ensure that everyone entering our office has an 'on-brand' experience and that the reception space is always tidy and presentable i.e. all lights are on, flowers are fresh, room temperature is correct, sofas and tables are left in correct order, magazines/brochures
- Ensure that all messages are delivered to the relevant people, preferably by email swiftly.
- Manage all deliveries to the office and inform staff members when any packages arrive etc.
- Manage the petty cash
- Ensure all post is taken to the postbox in time for that evening's collection.

## Keys

- Manage the key list well and ensure all keys are recorded correctly, including the key sign out sheets.
- Ensure that all keys are managed according to the procedure.
- Tag and detag keys as soon as received from a Department Manager.

- Ensure all keys are stored correctly in the key cupboard and that the cupboard is locked during out-of-office hours
- Ensure that all keys are signed out correctly and chase for return if required.
- Ensure that staff members 'sign out' keys when on viewings i.e. hang their tag on hook to show out.
- Email concerning staff when keys are being booked out by other agents/contractors etc.

#### **PERSONAL QUALITIES**

- Excellent organisational skills
- Excellent inter-personal skills
- Excellent typing skills
- Computer literate – able to use Word for Windows , Excel, Outlook