

**\*\* NEW JOB\*\***- A property company is seeking a client executive. Based near St. James Square and paying £25,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Client executive

Location: St.James Square

Salary: £25,000

**Key Duties:**

- Answering calls and meeting and greeting candidates
- Managing and maintaining the company 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
- Attending Client Meetings
- Profiling candidates

**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