

Business Support Coordinator - Ascot

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Company: Knight Frank

Location: United Kingdom

Category: business-and-financial-operations

Contract Type Permanent Employment Type Full-Time Working Requirements On Site Hours 9:00am to 6:00pm Salary Competitive Division Residential Location Ascot

Knight Frank is looking to hire an exceptional individual to join the Lettings team as a Business Support Coordinator to support our busy Ascot office, supporting the team in all aspects of their day to day and compliment the smooth running of this office. This is a dule role also supporting our Lettings team in Esher, with occasional office visits there too.

We are the world's leading independent international property consultancy, headquartered in the UK, offering agency and professional advice across Commercial, Residential and Rural sectors. Established in 1896, Knight Frank now comprises a global network of over 20,000 people in 487 Offices across 53 Territories.

Role:

In the Business Support Coordinator role you will be responsible for maintaining a smooth running of our Ascot and Esher offices, providing an exceptional service to our clients, supporting with the Lettings administration, best practise, marketing and information security and IT.

Responsibilities:

Greet clients in a polite and welcoming manner by offering refreshments when necessary

Answer incoming calls and help with walk-in clients, taking accurate messages

Assist with diary management for the office to include arranging and organising property visits and viewings

Support Department Head with implementation of Customer Experience initiatives

Create new property activity records and update when required

Assist with the Client Due Diligence process for clients and counterparties

Managing all aspects of advertising and marketing (Mailers, brochures, window cards, pitching materials)

Systems champion – be a trouble shooter with system processes and procedures

Onboarding of new starters (ordering equipment/permissions, log ins,

Key Experience Required:

Prior experience in a business support, customer service or front of house role preferred

Knowledge of the industry is a bonus

#LI-SO1

Please note: this is a Direct Search led by Knight Frank. Applications from recruitment agencies will not be accepted nor will fees be paid for unsolicited CVs, even if provided by PSL agencies.

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