

Office Administrator - West London

[Apply Now](#)

Company: Dexters Estate Agent Group

Location: United Kingdom

Category: other-general

If you are looking to get into a company where you can grow, the Office Administrator role is the perfect place to start. You will have a fantastic insight into both Sales and Lettings and the nitty gritty of how the business functions work.

With ongoing training, you will learn how to coordinate your own office and meet the needs of the people around you. From chipping in with Marketing projects, collating and updating sales pipelines and reports, to meeting and greeting everyone who visits your branch; you will understand the business, and our customers, inside out.

As a representative of the brand, you will ensure every customer's experience is exemplary and your office presentation is always at the highest standard. You will ensure all office administration is completed accurately, in a timely manner and to a consistently high standard in line with company policy and procedures and all relevant regulatory and legal requirements.

Key Responsibilities:

Answer the telephone in accordance with company service standards and forward calls to the relevant colleagues

Where required, prepare Viewing Packs so your colleagues have the information they need to attend their appointments fully prepared

Ensure all post delivered to the office is sorted and distributed to the relevant colleague and all outgoing mail is prepared, franked and taken to the Post Office in time for the last collection

Maintain and replenish, as necessary company stationery and office supplies and act as a point of contact for all issues relating to office equipment in the branch.

Monitor the content of the office generic email and voicemail accounts daily and on a regular basis

Produce letters and other relevant documentation in follow up to valuation and instruction appointments ensure that these are sent out within 24 hours of the appointments taking place

Assist with diary management ensuring all absences are recorded accurately in the HR Hub

Creating Sales Memorandum of Sales to accepted offers.

Skills and experience:

Knowledge of the Sales & Lettings process desirable

Working knowledge of RPS or similar desirable

Precise attention to detail, processing high volumes of work accurately yet to deadline

Excellent customer service skills

The ability to prioritise and manage pressure

Company Benefits

- Generous reward packages with uncapped commission
- Fast track career options
- Pension contribution scheme
- Comprehensive training programme from apprenticeship to industry qualifications
- Team and social events

- Birthday day off
- Generous holiday allowance, 25 days+ (including extra days for long service)
- Paid day off to volunteer at the charity of your choice
- Wellbeing support
- Beauty and fitness discounts
- Enhanced Maternity and Paternity
- Season ticket loan
- Cycle to work scheme including Forest bikes

[Apply Now](#)

Cross References and Citations:

1. [Office Administrator - West London Gamejobs Jobs United KingdomGamejobs ↗](#)
2. [Office Administrator - West London Pinkcollarjobs Jobs United Kingdom Pinkcollarjobs ↗](#)
3. [Office Administrator - West London Emailjobs Jobs United KingdomEmailjobs ↗](#)
4. [Office Administrator - West London Chilejobs Jobs United KingdomChilejobs ↗](#)
5. [Office Administrator - West London Internjobs Jobs United KingdomInternjobs ↗](#)
6. [Office Administrator - West London MedicaljobsnearmeJobs United Kingdom Medicaljobsnearme↗](#)
7. [Office Administrator - West London Findsalesjobs Jobs United Kingdom Findsalesjobs ↗](#)
8. [Office Administrator - West London PsychiatristjobsnearmeJobs United Kingdom Psychiatristjobsnearme↗](#)
9. [Office Administrator - West London Venezuelajobs Jobs United Kingdom Venezuelajobs ↗](#)
10. [Office Administrator - West London DominicanrepublicjobsJobs United Kingdom Dominicanrepublicjobs↗](#)
11. [Office Administrator - West London Seasonaljobs Jobs United Kingdom Seasonaljobs ↗](#)

12. Office Administrator - West London [Gamejobs Jobs United KingdomGamejobs ↗](#)
13. Office Administrator - West London [Searchnzjobs Jobs United Kingdom Searchnzjobs ↗](#)
14. Office Administrator - West London [Botanyjobs Jobs United KingdomBotanyjobs ↗](#)
15. Office Administrator - West London [Legaljobs Jobs United KingdomLegaljobs ↗](#)
16. Office Administrator - West London [CeojobsJobs United KingdomCeojobs ↗](#)
17. Office Administrator - West London [FindwordpressjobsJobs United Kingdom Findwordpressjobs ↗](#)
18. Office Administrator - West London [JapanjobsJobs United KingdomJapanjobs ↗](#)
19. Office administrator - west london [Jobs United kingdom ↗](#)
20. AMP Version of Office administrator - west london [↗](#)
21. Office administrator - west london [United kingdom Jobs ↗](#)
22. Office administrator - west london [Jobs United kingdom ↗](#)
23. Office administrator - west london [Job Search ↗](#)
24. Office administrator - west london [Search ↗](#)
25. Office administrator - west london [Find Jobs ↗](#)

Source:<https://uk.expertini.com/jobs/job/office-administrator-west-london-united-kingdom-dexters-estate-agent-753daff8bb/>

Generated on: 2024-05-02 by [Expertini.Com](#)