

## Office Support Coordinator

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Company: Dexters Estate Agent Group

Location: United Kingdom

Category: other-general

If you're looking to kick start your career in the property industry, **look no further!** We have a fantastic opportunities to support our busy offices with administration support. A great foot in the door and the chance to progress your career!

**S alary:** £24,000-£26,000 DOE

**Hours:** Monday-Friday 8.30am-5.30pm

### Key Responsibilities:

Compile documents for 'new Instructions' and upload to Vebra

Provide administrative assistance to the Director, Sales and Lettings Managers and their teams

Update and maintain company website, portals, newspapers, magazines and window displays

Maintain the office appearance, filing systems and monitor stationery supplies

Produce and order brochures, window cards and leaflets

Produce letters and general correspondence for customers and clients

Co-ordinate incoming and outgoing post

Handle basic customer queries during busy periods

### **Requirements & Skills:**

Good working knowledge of Microsoft Word, Excel and Outlook

Well-spoken with excellent knowledge of the English language

Confident telephone manner with excellent communication skills

Exceptional time management skills with ability to prioritise and organise own workload

Work under extreme pressure to meet deadlines

Brilliant attention to detail with the ability to proof read, spell check and format to company standards

Smartly presented

Efficient and able to work under pressure

Self-motivated and able to work alone

### **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

Estate Agent, Lettings Admin, London Property Jobs, Administration, Property, Estate Agent Jobs, London, Estate Agency, Careers, Recruiting, Property Jobs

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