

Progression Coordinator - Estate Agency

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Company: Druce

Location: London Area

Category: sales-and-related

Druce & Co International is a global leader in luxury residential real estate offering clients an individualised approach on their journey to local or international property investment. Headquartered in Central London with 6 additional London based offices and regional offices in Dubai, Singapore and Vietnam. We are specialists in premium residential property and capital market investments and are committed to delivering bespoke service to our valued clients. We are seeking an organised and detail-oriented Progression/Office Coordinator to support the daily operations of our sales and lettings departments in our Marylebone office. The role requires excellent communication and interpersonal skills to engage with customers, clients, and colleagues in a professional and friendly manner.

Job Description / Key Responsibilities:

- Manage office operations and provide administrative support to the sales and lettings teams
- Maintain office schedules and coordinate appointments and meetings
- Respond to inquiries via phone, email, and in-person, providing timely and accurate information to customers, clients, and colleagues
- Prepare documents and reports, including contracts, agreements, and lease documents
- Manage and maintain office inventory, supplies, and equipment, ensuring the office is fully stocked and functional
- Ensure that office policies and procedures are followed, including maintaining data confidentiality and protecting sensitive information
- Coordinate with external vendors and contractors, such as cleaners, maintenance technicians, and IT support
- Manage incoming and outgoing mail, including sorting and distributing mail, packages, and deliveries
- Assist with special projects and events, such as property viewings, open houses, and client appreciation events
- Maintain accurate records and files, ensuring that all information is up-to-date and

organized Provide support to other departments as needed
Person Specification: Previous experience in a similar role in real estate or related field preferred
Excellent communication and interpersonal skills, with the ability to interact professionally with customers, clients, and colleagues
Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously
Proficient in Microsoft Office Suite and other common office software
Ability to work independently and collaboratively in a team environment
Strong attention to detail and accuracy
Flexibility to work occasional evenings and weekends as needed
The progression coordinator will work full time in an office setting, with occasional visits to properties and off-site locations. The work environment may be fast-paced and demanding, requiring the ability to work under pressure and meet tight deadlines. If you are looking for an exciting position in the property industry, please submit your CV for consideration. As an equal opportunities employer, Druce is committed to the equal treatment of all current and perspective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identify, or marriage and civil partnership.

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