

Sales Administrator

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Company: The CLR Group

Location: india

Category: other-general

Job Description
Area: Wimbledon, London
Company: Independent
Hours: Mon – Fri 9am - 6pm
No Weekends are required for this role.
Tasks
Attending daily Meetings with your manager and colleagues to talk through your day
Going through emails daily
Prioritising workload for the day
Answering phone calls that come through to the office
Sorting/arranging paperwork (draft contracts) for buyers, sellers and solicitors
Liaising with Solicitors and mortgage advisors seeing the sale transaction through to completion
Requirements
Motivated by helping others
Highly organised
Articulate and professional
Previous in progressing property sales
Benefits
Basic up to £30k
Excellent continued training
Company benefits, pension etc....
Career progression and longevity
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