

Job title: Assistant Client Relationship Manager

Job location: Wimbledon Village

Salary: Depending on experience

Job description:

A new and exciting opportunity to join a busy team of Chartered Surveyors situated in Wimbledon Village.

The ideal candidate will have a first class level of English, both verbal and written together with the ability to prioritise and work to tight deadlines.

The skills required to succeed in this role are at minimum a high degree of attention to detail, combined with a superb levels of organisation and efficiency.

An ability to communicate effectively at senior level in addition to the ability to adapt to change and new challenges is also a non-negotiable requirement.

Main Duties:

Work as part of a team in conjunction with our Client Relationship Manager to assist in winning business whilst providing excellent levels of customer service and communication.

Enjoy working in an environment where you are encouraged to use your initiative

Be a point of contact for new business opportunities.

Build and maintain relationships with new and existing clients and introducers.

Ensure accurate and timely communication both verbal and written is given to all clients and introducers.

Work efficiently to ensure that targets are achieved and exceeded.

This role would ideally suit an individual with either a Lending, Broking or Estate Agency background and an interest in property is essential. The individual must also be highly presentable, flexible, friendly and positive.

To apply for the above position, please email Jeremy Lyons on jlyons@al-surveyors.com together with your CV.