



WE ARE HIRING! SUIT A PARENT, STUDENT, RETIREE

JOB DESCRIPTION

eddisonwhite are a market leading, multi branch independent agency, who are looking to expand their team and appoint a well presented, enthusiastic **Team Support Administrator** to predominantly look after the Sales & Lettings department. It will be varied and busy so needs an 'on the ball', proactive individual who is competent in using a computer, have common sense, is used to multi tasking and a confident communicator in person, on the phone or by email. This is a newly created position so at this time we are flexible on what days and hours you can work but **ideally**, they would be consistent hours & you could work **16 hours a week**, one of those days being a **Saturday**.

As the role is new there are aspects that will develop overtime but essentially you will be required to do some or all of the following:-

- Update targeted letter drops, print and deliver to key areas (up your daily step count!)
- Update window details
- Order marketing boards
- Answer calls
- Quantify leads & book appointments
- Scan & upload documents to files

In addition to a passion for property & our local community, the successful applicant would preferably have:-

- A basic understanding of residential property processes
- Familiar with areas/roads in Merton
- Ability to learn quickly with a flexible attitude
- Confident & conscientious
- Able to take direction and follow through successfully
- Excellent telephone manner & computer literate
- Organised, good time management & able to multi task

You will be based mainly at Colliers Wood but must be prepared to work from our Wimbledon or Morden branches if required.

We anticipate this would be an initial 3 month contract with a view to more permanent position. Salary dependent upon available hours and work experience.

Interested? Then please send your CV with a covering letter stating your salary expectations & avail hours/days to Nicola@eddisonwhite.co.uk