

Sales Progressor

Location – Remote working or office based in Pontefract, West Yorkshire

Hours – Monday-Friday 9am-5pm

An attractive basic salary with an excellent bonus scheme

Assured Sale & Progression Ltd offers a unique service to estate agents and IFAs across the country. From placing their clients with reputable solicitors and conveyancers through to completion, we manage the home moving process from end to end to ensure things keep moving.

As part of our expansion plans we are now looking to recruit bright, enthusiastic individuals with an estate agency background and a commitment to outstanding customer service.

An immediate start is available for the right person.

Responsibilities of the Sales Progressor:

- Facilitating sales through to completion
- Communicating with Solicitors, Estate Agents and their customers, ensuring everyone involved is frequently updated on progress
- Preparing regular reports updating on progress of various sales
- Working as part of a fast-paced, proactive team
- Maintaining and building relationships with our clients (Estate Agents/IFA's)

The Ideal Candidate will have:

- At least 2 years' experience within a property related background
- Excellent communication skills, both verbal and written
- A positive attitude and strong work ethic
- Excellent attention to detail
- A team focus and proactive approach
- Excellent organisation and administrative skills
- A high standard of customer care

To apply, please send your CV and covering letter to Tony Hill thill@completeasap.co.uk