

Office Receptionist and Administration Post

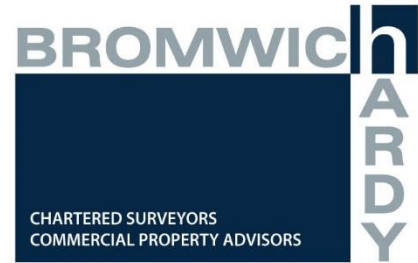
Role: Receptionist and Administration Assistant

Sector: Commercial Property

Location: Coventry

Salary: depending upon experience £18 - £30k per annum

Contract: full time (37.5 hours)



About Us

We are a dedicated team of property experts, dealing in all aspects of commercial property. Our partners have a diverse knowledge of numerous property markets, making Bromwich Hardy a vibrant and rewarding place to work and develop.

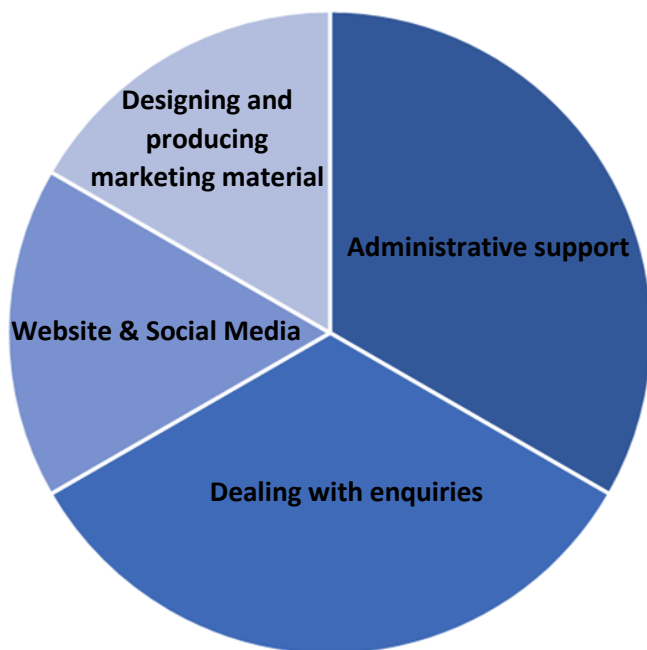
Suitable Applicants

Anyone who likes being part of a team environment, working to time constraints and assisting others in a purely administrative role, answering calls and providing the support a busy office requires on a daily basis

Skills & Experience

- Strong organisation and time management
- Excellent communication skills – both written and verbal
- Confident with Microsoft Word, PowerPoint and Excel but willing to learn new systems
- Adaptability and ability to work with numerous people/tasks simultaneously
- Excellent teamwork skills
- Highly motivated and able to take initiative

Responsibilities



Administrative support- You will collaborate with everyone in the office, providing admin support such as key management and preparing documents. Typing skills are a necessity for this role.

Dealing with enquiries- You will be in contact with enquirers and clients on a daily basis via email, telephone and face to face communication. A good telephone manner is essential.

Website & Social Media- You will be responsible for managing the company's social networking accounts as well as running regular news articles on the website, liaising with our Media team who will write the articles to be uploaded.

Designing and producing marketing materials- You will produce various marketing materials such as property listings and brochures.

Application Deadline is 28 May 2022, to apply please send your CV and covering letter to

dawn.cooper@bromwichhardy.com