



Administrative Assistant

Posted by: hreyth hgy

Posting date: 22-Apr-2023 **Closing date:** 05-May-2023

Education: Bachelor's (Preferred)

Language: English , Hindi

Job location:

Salary: \$20000.00

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id:

Expired

Job description:

Note : We are hiring candidates only from Hyderabad

Job Location: Hyderabad/Remote

We are looking for a highly competent, energetic virtual assistant to help with our rapidly growing property (real estate) business.

The job is predominantly focused on keeping the administrative elements of the business in a neat and organised fashion and will also include tasks such as internet research, data entry, CRM management, and setting up properties on portals.

It is a varied role with a focus on high levels of organisation skills and attention to detail and with an opportunity to grow with the company.

Main Responsibilities

- Property listings management - post, design and maintain
- Contract and contract related paperwork preparation and maintenance

- Lead Generation – screening and qualifying of leads including maintenance of contact lists
- Research – ensure industry insights, trends and in-depth analysis are maintained
- Data reconciliation to ensure the integrity of our data is sound
- CRM management

Skills Needed

- Outstanding command of spoken and written English, and the ability to effectively communicate with customers, team members, and partner organizations
- Customer centric attitude with a high level of professionalism towards clients (internal & external)
- Tech-savvy and experience with Microsoft Office
- Active listening and good communication skills
- Proactive approach to problem-solving
- Ability to multitask with a keen eye for prioritization and delivery
- Details oriented, with exceptional organizational skills
- Ability to maintain confidentiality
- Advanced user of CRM and task management systems
- UK Real estate-related experience is necessary

Requirements:

- 2+ years of experience as an Administrative Assistant
- 2+ years of UK real estate experience (Preferable)
- Degree level education
- Experience in working in a fast-paced business
- Hands-on experience in MS Office
- Advanced user of task management systems such as Click Up, Asana, etc

Personal Attributes:

- Fiercely loyal
- Efficient with time management
- Proactive with a 'Can do' attitude
- Calm under pressure
- Highly meticulous with work
- Problem solver

Compensation & Benefits

- Competitive annual salary (Upto 25,000 per month)

Working Hours

- 1:30 PM to 10:30 PM IST

Job Type: Full-time

Salary: ?20,000.00 - ?25,000.00 per month

Benefits:

- Work from home

Schedule:

- UK shift

Supplemental pay types:

- Overtime pay

Ability to commute/relocate:

- Hyderabad, Telangana: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Preferred)

Experience:

- total work: 2 years (Required)

Work Location: Hybrid remote in Hyderabad, Telangana

Posted on canadianjobportal.com