

The Sales Support Assistant will play a crucial role in supporting our sales teams by facilitating the progression of sales and purchases once agreements have been reached. This position requires exceptional organisational skills, outstanding customer service abilities, excellent communication skills, and the capability to thrive in a fast-paced environment.

Key Responsibilities:

- Assist in the progression of sales and purchases by liaising between buyers, sellers, surveyors, and solicitors.
- Provide regular updates to all parties involved in the sales process, ensuring clear communication and transparency throughout.
- Handle enquiries and requests from clients and stakeholders with professionalism and efficiency.
- Maintain accurate records of all interactions and transactions related to sales progression.
- Collaborate closely with sales teams to ensure seamless coordination and support.
- Adapt quickly to the needs and preferences of different clients.
- Work under pressure to meet tight deadlines and deliver results effectively.

Qualifications and Skills:

- Previous experience in a sales support or similar administrative role is highly desirable.
- Excellent organisational skills with a keen attention to detail.
- Strong customer service skills, with the ability to build rapport and establish trust.
- Outstanding written and verbal communication skills.
- Ability to work autonomously and as part of a team, with a proactive approach to problem-solving.
- Proficiency in Microsoft Office suite and other relevant software applications.
- Flexibility to adapt to changing priorities and workload demands.
- Experience of buying or selling a property is advantageous but not essential.

Location and Hours:

This position is based in our Pangbourne office in Reading and is a full-time role. We understand the importance of work-life balance and may consider flexible hours for the right candidate.

How to Apply:

If you are organised, customer-focused, and thrive in a dynamic environment, we invite you to apply for the Sales Support Assistant position at Parkers. Please submit your resume and a cover letter outlining your relevant experience and why you would be a great fit for this role.

Parkers is an equal opportunity employer and values diversity in the workplace.