



PR/122411 | Agent Coordinator Assistant Manager

Job Information

Recruiter
[JAC Recruitment Indonesia](#)
Job ID

1506495

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 10:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Summary:

- Serving as central point of contact with leads agent, client and or other stakeholders to ensuring clear and timely communication throughout selling process or queries as well as providing agents details of product knowledge and sales strategy.
- Establish and maintain good relation with stakeholders and agents.
- Supervising and managing leads agent to implement management's targets.
- Arrange weekly meeting with all leads agent to evaluate and monitor each leads agents' sales performance
- As temporarily back-up of leads agent in regards to their daily tasks.
- Addressing any issues or challenges that arise during transaction process such as scheduling conflicts, documentation errors, communication breakdowns or over lapping potential buyers.
- Ensuring leads agents provide positive experience for client.
- Provide and prepare leads agents sales performance report (weekly, monthly, quarterly and yearly).
- Arrange daily leads agent schedule
- Coordinating with Leads Agent owner representative to evaluate and facilitate agents' sales performance

Experience & Qualifications Requirements:

- At least bachelor's degree in marketing , business administration or equivalent.
- At least 5 years of marketing experience as agent coordinator in the Luxury Real Estate in CBD Area / Property Development projects or Luxury Lifestyle fields.
- Experience in handling property agents
- Willing to work out of office hours when required including weekend and public holiday
- Good Intrapersonal and leadership skills
- Good communication skill, fluent in English (oral, written, and presentation)

Company Description