



## PR/122411 | Agent Coordinator Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512083

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

January 22nd, 2025 04:00

### 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)

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Company Description