



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122411 | Agent Coordinator Assistant Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1506495

業種

不動産仲介・管理

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2024年11月26日 10:19

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明