

**\*\* NEW JOB\*\*** A property development company based in Fulham is seeking a Property Development Researcher. Paying £20,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Property Development Researcher

Location: Fulham

Salary: £20,000

**Role Description:**

- We are looking for a confident individual who is keen to grow within a progressive and expanding company.
- You will be working alongside our Director and other members of our team to ensure a consistent level of excellence and expertise is maintained.

**Duties of a Development Researcher / Administrator:**

- Sourcing and finding potential sites across London & the Home Counties. This involves on the ground research, using specialist computer software & tapping your own network.
- Producing deal appraisals to value a property.
- Creating presentations for investors.
- Operating email management systems and managing their success.
- Managing lettering campaigns to generate potential leads.
- Enhancing the company website through updating copy.
- Taking an active role in marketing, working alongside our marketing consultants.
- Managing financial aspects of the business.
- Supporting the Director in their day-to-day activities.
- Running the office and general administration.

**The Ideal Candidate will be/ must have:**

- A passion for property with a desire to learn and gain great property exposure.
- Experience within the development or real estate industry is beneficial.
- Excellent communication skills, written and on the phone.
- Excellent problem-solving skills.
- Proficiency in Excel, PowerPoint, Word, and Outlook is essential.
- A good team player who is positive and personable.

