

**\*\* NEW JOB\*\*** A property firm is seeking a Client Liaison. Paying £23,000 and based in Marylebone. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Client Liaison

Location: Marylebone

Salary: £23,000

**The role:**

To gain market share, never missing out on business, calling at the right time to suit our clients needs. To refer more business to other departments, asking the question. Assisting the managers by sweeping up all potential business and leads, old and new.

**Our Approach**

To liaise and assist existing clients, potential clients and applicants. Be proactive not reactive, therefore, making calls not waiting for the phone to ring. Targeted mailing. Providing additional services to all contacts, seeking out business but not the hard sell. Everyone is a potential client. Being on Brand.

**Key responsibilities/tasks:**

We are looking for an enthusiastic person to join this busy team. Liaising with this office and various other Central, South West London, Home Counties, wider regions including Scotland and Ireland offices. Experience and initiative are essential. Primarily you will be organising mail outs, applicant chasing and liaising with our clients all with a view to generate more business and expand market share.

**Skills and experience:**

- Excellent communication skills with a professional phone manner.
- Sales background beneficial
- Knowledge of London
- Good organisational and multi-tasking skills with the ability to prioritise and work under pressure
- IT skills. Ability to use Microsoft Outlook and Excel essential
- Target driven and career focused
- Drive and determination with a strong work ethic
- Attention to detail

