

Residential Admin Support - King's Lynn

This role will involve assisting the Residential Manager in a wide range of duties to include; management of the client database, setting residential advertisements, typing support and general administration.

The successful applicant will be a strong administrator ideally with Estate Agency experience who is proactive, versatile and a good team player. You will need to be capable of working on your own initiative and confident in dealing with members of the public. Attention to detail, personal presentation, reliability and enthusiasm for the job are key to meeting the demands of this role.

As this role is based within the front office flexibility to deal with general reception duties such as meeting and greeting clients, telephone answering and general enquiries will be required. This is a full-time position and as such working hours will include alternate Saturdays.

A competitive salary and benefits package will be offered to the successful candidate.

To apply please forward your CV to:

Emily White, Human Resource Assistant, Brown & Co, Old Bank of England Court, Queen Street, Norwich, NR2 4TA. Tel: 01603 629871.

Email: emily.white@brown-co.com

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