

CLIENT SUCCESS REPRESENTATIVE (OFF-PLAN SALES)

ABOUT US

HassConsult is a leading real estate company with a 33-year legacy in the Kenyan market. We pride ourselves on creating and delivering innovative real estate solutions to drive wealth creation and lifestyle transformation for our clients.

POSITION OVERVIEW

We seek a motivated and detail-oriented Client Success Representative to join our dynamic team. The ideal candidate will have experience in real estate sales administration, a passion for real estate, excellent communication skills, and a strong commitment to client service. This role involves working closely with clients to guide them through the post-purchase process of off-plan properties, ensuring a smooth and positive experience until the final handover. Key responsibilities include acting as a point of contact for clients post-purchase, managing client documentation and compliance, client education, and proactively resolving any issues that may arise.

QUALIFICATIONS

- Bachelor's degree in Business, Real Estate, Marketing, or a related field.
- Minimum of 3 years of experience in real estate sales, customer service, or a related field, (preferably off-plan property sales).
 - Strong interpersonal and communication skills.
 - Ability to manage multiple clients and tasks simultaneously.
 - Proficiency in CRM software and Microsoft Office Suite.
 - Problem-solving skills with a client-focused approach.
 - Knowledge of the real estate market and off-plan property sales.
 - High level of professionalism and integrity.
 - Detail-oriented and organized.
 - Self-motivated and proactive.
 - Ability to work independently and as part of a team.

HOW TO APPLY

Interested candidates are invited to submit their CV and cover letter detailing their qualifications and experience to careers@hassconsult.com by 8th July 2024. Please include "Client Success Representative - Off Plan Property Sales" in the subject line of your email.