

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-244-2022
Company Name	JSK Real Estate
Industry	Brokerage
Vacancy	Agency Coordinator
Number of vacancies for that position	3
Job Type(FT, PT, Contractual, Seasonal)	FT
Major(s)	Business Management
Degree	Bachelor's Degree
Years of Experience	Minimum 5
Location	Metn, Baabda, Aamchit
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks& Responsibilities	<p><u>Job summary:</u> The Agency Coordinator is responsible for day-to-day activities related to the agency and its members. The Agency Coordinator will work to develop strategies to increase the effectiveness of our agencies regarding activities, targets and client servicing</p> <p><u>General Duties:</u></p> <ul style="list-style-type: none"> • Act as a liaison between Admins and agents • Handle communication with clients as assigned by Agents • Ensure clients' inquiries are serviced by agents in a timely manner • Execute and update periodic work plans, including Targets and tasks • Create and update properties on CRM • Communicate requested updates on Listings to Administrative Assistant • Acquire the necessary documents from agents and send to Controller for file compliance • Ensure Legal documents are collected and filed on CRM • Enter agents' activities into the client database and track reports to present progress toward company goals

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- Welcome and service walk in clients
- Maintain office Management in terms of Supplies, cleanliness, equipment efficiency & petty cash at all times
- Work closely with agents to ensure their databases are clear, up to date and in progress
- Ensure that agents are in compliance with Management's Standards
- Provide administrative support as assigned by Management & Team Leader