

Junior Relocation Consultant

Scout Real Estate (SRE) is one of the most recognized leading foreign-operated real estate agencies in China focused on relocation, office and retail services. Based in Beijing SRE extensive range of properties (Apartment, Serviced Apartment, Villa, Courtyard, Office, Shops) constant and multilingual availability, ensure that expectations are met at a professional level. (<http://www.scout-realestate.com/>).

SRE's reputation is known for the quality of our service provided by our consultants to our clients (individual, corporate and diplomat). Your contribution to SRE's reputation is considered as extremely important. Our team is young and lead by experienced people, the great atmosphere is highly appreciated by all the staff but there are only desks for hard workers.

Job Description:

- Identification of client's requirements
- Compiling a formal short list of properties as a property proposal
- Viewing of properties meeting the client's requirements
- Negotiation of the lease agreement between the landlord and the tenant
- Administrative tasks and reporting to relocation department manager
- Clients: mostly individuals

Remark: After-sales service is not provided by relocation consultants

Knowledge & Skills:

- At least 1 year working experience in real estate in Beijing
- Knowledge of all the famous compounds where expatriates live in Beijing
- Real estate agency license holder preferable
- Proficiency in English is a must. French is a plus
- The ability to communicate clearly to people of different cultures and backgrounds
- Have ambition and the ability to move quickly within the team to a more senior position to take care of corporate and embassy clients

If you think you are the right candidate, please send us your resume + cover letter to: career@scout-realestate.com