



#werkstolz

OUR COMPANY.

We are real estate specialists. We handle and support complex transactions of residential and commercial investments in Germany. We participate in real estate investments with selected partners. To do this, we buy, analyse, optimise and manage suitable stocks.

We rely on more than 55 years of market presence and experience, a remarkable track record and a nationwide, owner-managed platform with six service centres in Germany's major cities. Above all, however, we rely on a team of 65 highly qualified specialists with a long company history and special expertise in real estate.

Sales Assistance (w/m/d) Residential

Full time in Frankfurt

YOUR RESPONSIBILITY.

You will support colleagues in Transaction Management by undertaking the following activities:

- Prepare market/location and property analyses (e.g. in collaboration with the Research division)
- Set up properties, prepare exposés and send offers
- Follow up on property offers and prepare reports for the client
- Select database and assist in identifying relevant investors, obtain search criteria
- Prepare presentations for acquisition/client meetings
- Prepare and regularly update property/customer data
- Coordinate appointments, correspond with internal and external parties, process mail, organise office, etc.

WHAT WE NEED.

- Completed commercial training, ideally in the field of real estate, but also as a paralegal or notary's assistant
- Experience in office organisation, preferably in the real estate industry
- You are proficient in handling the MS Office package
- We require very good communication skills, especially in German
- Discretion and reliability are important values for you
- You are also committed to your area of work and the team, and work flexibly in the face of wide-ranging challenges

WHAT WE DELIVER.

- Varied and interesting tasks in a motivated team
- Performance-related pay
- Long-term professional perspective in permanent employment
- Modern workplace in an easily accessible pedestrian zone
- Flexible working hours within the framework of our core working hours
- Accident insurance, also for private use
- Specific further training as part of an induction programme
- Fast decision-making processes in the company due to flat hierarchies
- Various benefits: job bike, employee discounts and much more!

CONTACT.

I'm happy to answer any questions!

Sandra Fischer

Management Assistant

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APPLY NOW

 Regulated by **RICS**