

**Senior Officer, Agency Services-Anderson Park Kisumu- CPF/SOAS/APK/24**

<b>Job Title:</b>	Senior Officer, Agency Services-Anderson Park Kisumu
<b>Department:</b>	Agency Services
<b>Contract Duration</b>	3 Years
<b>Reports to:</b>	Manager Agency Services
<b>Location</b>	Anderson Project - Kisumu
<b>Job purpose:</b>	
This role is responsible for ensuring the smooth flow of operations by facilitating property marketing and sales activities and through proper implementation of Laser Property Services policies, procedures, and guidelines to enhance productivity.	
<b>Key duties and responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Coordinate incoming and outgoing inspections in accordance with both organization and statutory requirements.</li> <li>2. Coordinate the interviewing and placement of prospective tenants, together with the completion of all associated documentation</li> <li>3. Proper handover of properties let or sold and documentation, accordingly, liaising as necessary with developer/landlord</li> <li>4. Advise clients on prices, mortgages, market conditions, and several other related information</li> <li>5. Ensure that all property queries are resolved within the agreed benchmarks.</li> <li>6. Ensure that all property queries are recorded and resolved within the agreed benchmarks</li> <li>7. Support production of advertising materials.</li> <li>8. Ensure proper implementation of organization policies, procedures, and guidelines</li> <li>9. Support the sales team in selling property with an aim of enhancing productivity</li> <li>10. Perform any other duties as may be assigned from time to time</li> </ol>	
<b>Knowledge, experience, and qualifications required</b>	
<b>Academic and Professional Qualifications/Memberships to professional bodies:</b>	
<ol style="list-style-type: none"> <li>1. Bachelor's Degree in Real Estate, or relevant field from a recognized institution</li> <li>2. Diploma in Estate Agency, Marketing, or any relevant professional qualification/Certification</li> </ol>	

**Experience Required:**

1. At least 4 years' relevant experience in a similar organization or busy audit function

**Role Competencies****Technical Competencies:**

1. Business Development
2. Data analytics
3. Business Acumen
4. Understanding of sales processes
5. Competent in Property Management
6. Business processes
7. Report writing

**Behavioral Competencies:**

1. Customer Focus
2. Cultivate Innovation
3. Collaborates and team player
4. Person of integrity
5. Proactive