



PR/118509 | Sales & Customer Success

Job Information

Recruiter

JAC Recruitment UK

Job ID

1584357

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 06:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Overview

A Japanese real estate agency is seeking a **Lettings Sales Executive (with Customer Support responsibilities)**. This position allows you to leverage your corporate sales experience while also engaging in operational tasks such as property viewings and move-in coordination.

Salary

Annual salary: **£25,000**

Employment Type

Full-time, permanent

Working Hours

09:00–17:00

Five days per week (Monday–Saturday)

Location

Central London

Job Responsibilities Sales & Account Management

- Respond to enquiries from clients seeking rental properties (corporate and individual) via phone and email
- Conduct needs assessments and propose suitable properties
- Arrange property introductions and viewing schedules
- Build relationships with landlords to secure new property listings
- Negotiate with landlords and provide regular updates on property status

Customer Support & Operations

- Support reference checks and preparation of necessary documents for tenancy agreements
- Coordinate move-in arrangements (key handover, move-in setup, etc.)
- Provide ongoing tenant support during the tenancy period, including issue resolution and general enquiries
- Take property photos and assist with marketing materials

Administrative & System Tasks

- Input and manage client information in internal systems
- Prepare various documents and handle administrative tasks

Requirements

- Corporate sales experience or new business development experience (intangible products welcome)
- Interest in customer support and client-facing operations
- Basic IT skills (Excel, Word, PowerPoint)
- Strong communication skills
- Ability to work proactively and independently

Language Skills

- English: Business level
- Japanese : Fluent

#LI-JACUK #KK

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Company Description