



MinMaxx, a recognized leader in the Real Estate industry who strives towards excellence, always exceeding our customers' expectations.

## Corporate Front Office Agent

Competition # 03-08

### Description.

#### Purpose of the Job

Provide a wide range of support to our clientele, internal partners and vendors by responding to clients' enquiries, analyzing needs and assisting clients and vendors with service which supports our brand. Identify potential referrals to the Internal Sales and Field Agents, "Seize the Initiative!" ,assist with transactions; process clients and Field agents' requests with leads and closure Manage day to day administrative tasks including Facilities management. Promote and demonstrate MinMaxx values in day-to-day dealings with clients and co-workers and within the community.

#### Key Responsibilities

- Be an effective team player working co-operatively with your peers, supporting them across MinMaxx and with external partners/clientele.
- Increase high levels of client satisfaction through providing accurate, timely, welcoming and professional front line service in person and on the phone.
- Ensure proper due diligence while booking appointments, entering client information. Take responsibility to ensure accuracy and completeness of all work.
- Provide accurate updates and support to the Senior Support Coordinator on all fronts.
- Maintain discretion and confidentiality to respect clients' privacy.
- Promote MinMaxx in your community by participating in and being involved in community activities or events while demonstrating the Company values.
- Develop goals with Management that are clearly defined, measurable and achievable, and align them to business and strategic priorities for MinMaxx. Establish a personal learning plan to enhance knowledge and skills.

#### Knowledge, Experience and Skills:

- High level of working knowledge of computer systems .i. Word, Excel, PowerPoint.
- Ability to make decisions, act decisively and provide friendly and personable service.

- Self-motivated and highly organized.
- Strong problem solving skills and possess a pleasant personality.
- Strong commitment to service excellence, maintaining a superior level to ensure organizational goals and objectives are achieved and or exceeded.

Interested applicants submit a covering letter and resume to [hr@minmaxx.com](mailto:hr@minmaxx.com)

And submit personality survey available at <http://nextsuperagent.com/step1.php>

*We are an equal opportunity employer committed to workforce diversity*