



Client Executive (Full-time)

Location: Chester, Heswall or Mold

(Some travel between branches may be required)

Hours: Full-time

(Some weekend rota work may apply)

This role sits at the heart of our day-to-day operations, ensuring communication flows smoothly between buyers, sellers and the wider team while keeping property launches and viewings running seamlessly.

Key Responsibilities

Enquiries & Lead Management

Respond promptly to calls, emails, portal enquiries and WhatsApp messages, qualify buyers and arrange viewings while keeping enquiries organised and up to date.

Viewings & Feedback

Schedule and confirm viewings, prepare access details and notes, collect same-day feedback and update sellers with clear next steps.

Property Launch & Marketing

Support onboarding and next-step calls, validate property details, coordinate photography, video, brochures and social content, complete pre-launch checks and ensure all marketing is accurate before launch.

Client Care & Sales Progression Support

Keep buyers and sellers informed, track actions and follow up where needed, and support key collection and completion logistics.

Person Specification

This role will suit you if you:

- Take ownership of your work
- Love organisation and structure
- Communicate clearly and confidently
- Notice details others miss
- Stay calm when things get busy
- Care about delivering great service, not just completing tasks

Requirements:

- Strong customer service or administrative experience
- Excellent communication skills (written and verbal)
- Highly organised and consistent
- Comfortable juggling multiple priorities
- Confident using Microsoft 365 and everyday digital tools

Highly Desirable:

- Experience working in an estate agency or property
- Comfortable using WhatsApp video or Loom-style updates
- Ability to support short-form property content or marketing updates

How To Apply

If you are interested in joining the Currans team, please send your CV and a short introduction outlining:

- Which role you are applying for
- Which branch suits you best (Chester, Mold or Heswall)
- A short example of a time you kept a process on track under pressure

Applications can be sent to: lisa@curranshomes.co.uk

If the right role isn't currently listed, we are always happy to hear from talented people interested in careers across sales, lettings, administration and client care.