

## Client Services Administrator – FEBRUARY 2026

Job Title	Client Services Quotes Executive & Administrator
Location	Home Based or Any Office Location
Remuneration Guide	Salary £25,000 - £26,500 per annum (will vary dependent upon experience)
Summary of Role	This role's main function as Quotes Executive and Administrator for the Valuation Team is to offer a range of additional support to the clients/ customers/ banks/ valuers and client services staff in a fast paced and busy environment. An exciting role where no two days are the same, you will be required to do a vast range of jobs and attend all relevant meetings as required.
Key Accountabilities	<ul style="list-style-type: none"> <li>• Support the Client Services Manager in the provision of client quotations.</li> <li>• Assist with quoting using all tools and software available to ensure the assignment of the best placed valuer.</li> <li>• Researching and learning property types to assist with the quoting process.</li> <li>• Be able to formulate basic quotes.</li> <li>• Help keep the company legally compliant by conflict checking quotes using the approved software and tools.</li> <li>• Supporting surveyors to gain information where needed with the lenders.</li> <li>• Aid with the setup of new instructions and issue of confirmation letters.</li> <li>• Send out confirmation letters, reports and welcome emails from our client Services email.</li> <li>• Provide exceptional customer service, giving responses in a timely and professional manner.</li> <li>• Take incoming calls and make calls to customers to arrange inspections/ take payments or discuss the quotes, etc.</li> </ul>
Qualifications / Experience Knowledge	<p>Experience in administration tasks with key skills, specifically within Word and Excel with an eye for detail and good inter communication skills. A proactive, flexible ("can do") attitude, discretion and an ambition/ ability to develop relationships (strong interpersonal skills) are key attributes for this role.</p> <p>You will also be a team player, possess excellent organisational and IT skills, and be able to deal with a varied, interesting and, at times, challenging workload.</p>

If you are interested in applying for this role, please send your CV and a cover letter to [HR@argroup.co.uk](mailto:HR@argroup.co.uk).  
**NO AGENCY CONTACT on this role please.**

By applying for this role, you consent to the processing of your personal data in line with our Privacy Policy, which can be found [here](#).