



#### JOB TITLE

# Property Deal Executive

Deal Administration

 Taurus Capital

 Johannesburg, South Africa

#### ABOUT

## Taurus Capital: Empowering Financial Futures

At Taurus Capital, we are the driving force behind South Africa's premier bridging finance solutions. Our innovative and tailor-made financing options empower businesses and individuals to overcome short-term financial challenges with ease. We are committed to delivering unrivalled service and financial expertise, setting the standard for excellence in our industry.

## Are You Ready to Empower Financial Futures?

If you're ready to take on this exciting opportunity, submit your CV and a brief cover letter to [team@tauruscapital.co.za](mailto:team@tauruscapital.co.za) outlining why you are the perfect fit for this role.

Please note that due to the high volume of applications, only shortlisted candidates will be contacted.

Let's embark on a journey together  
toward a brighter financial future!

## Join our Dynamic Team as a Property Deal Executive!

Are you a motivated and ambitious professional experienced in administration? We are seeking a talented Deal Executive to join our dynamic Property team at Taurus Capital. As a key player in our organization, you will work closely with our Property Portfolio Executives, managing administration tasks, cultivating valuable client relationships, and supporting the team in addressing clients' unique needs.

We are looking for a self-starter with a high-performance mindset and a successful track record in administration and management.

### Key Responsibilities:

- Sales and deal administration: Attention to detail, contract management and coordination, deal logistics, and quality control.
- Cultivate Relationships: Build and maintain strong relationships with clients, ensuring their utmost satisfaction and trust in our services.
- Collaborate for Success: Work closely with internal and external teams to ensure seamless delivery of services, surpassing client expectations.
- Seal the Deal: Negotiate and close deals with finesse.
- Stay Ahead: Keep a keen eye on market trends and competitor offerings, staying one step ahead in the industry.



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### Requirements:

- **Attention to Detail:** A strong ability to meticulously perform and review administrative tasks, ensuring accuracy and precision in all aspects of work.
- **Experienced:** Passion for the property sector with a good understanding of the property market
- **Connect and Engage:** Possessing exceptional interpersonal skills, with a natural talent for effortlessly connecting with and engaging new clients.
- **Master Negotiator:** Strong negotiation skills to secure mutually beneficial agreements.
- **Team Player:** Ability to thrive in a collaborative team environment, supporting and inspiring colleagues.
- **Proactive and Driven:** A self-starter who takes ownership of their activities and contributes to team success.
- **Integrity and Professionalism:** Exemplary standards of integrity and professionalism in all interactions.

### What we offer:

- **Rewarding Compensation:** Competitive salary package with an enticing commission structure.
- **Growth Opportunities:** Continuous professional development and clear paths for career progression.
- **High-Performing Environment:** Join a supportive team that thrives on excellence.
- **Make an Impact:** Contribute significantly to the growth and success of Taurus Capital.