

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-executive-luxury-real-estate/>

HIRING ORGANIZATION

Klehver

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 6, 2026

JOB LOCATION

560001, Hyderabad, Telangana, India

FRONT OFFICE EXECUTIVE – LUXURY REAL ESTATE

BASE SALARY

INR 30000 - INR 35000

DESCRIPTION

Job Role: Front Office Executive

Company: Klehver

Location: Hyderabad

Job Type: Full-Time | Work From Office

Salary: ₹30,000 – ₹35,000 per month

Experience: 1–2 Years

Industry: Real Estate

HR Email: connect@klehver.com

Klehver works with luxury real estate projects across **Hyderabad and Dubai**. The company works with HNIs, NRIs and developers.

Klehver is hiring a **Front Office Executive** to manage client meetings, follow-ups, documents and business coordination. The role also includes support for sales teams and Directors.

Key Responsibilities

- Represent Klehver at client meetings.
- Capture meeting details and manage follow-ups.
- Coordinate with channel partners, developers and project teams.
- Ensure information, documents and updates reach the right person on time.
- Create client presentations, partner decks and project proposals using **Canva and PowerPoint**.
- Maintain pipeline data, partner lists, follow-up logs and operational dashboards in **Excel**.

- Follow up with clients and partners on behalf of the sales team.
- Support Directors with meeting preparation, scheduling and follow-up actions.
- Handle booking forms, agreements and partner registrations.
- Maintain the CRM after client and partner interactions.

Skills and Requirements

- **1–2 years of experience** in coordination, operations, EA or a similar role.
- Real estate experience is a strong bonus but not mandatory.
- Excellent written and verbal **English communication**.
- Proficiency in **Canva**.
- Good knowledge of **Excel and Google Workspace**.
- Strong follow-up skills.
- Highly organized and detail-focused.
- Able to work calmly under pressure.
- Confident while dealing with **HNI clients**.
- Fast learner and self-starter.
- Experience in real estate, luxury brands, consulting or professional services is preferred.

How to Apply

Send your resume to **connect@klehver.com**.