BOYDENS

Built on service and trust

JOB SPECIFICATION

TITLE – JUNIOR ESTATE AGENT (APPRENTICESHIP)
BRANCH – COLCHESTER

The role of the Junior Estate Agent is to support your colleagues in a very busy sales branch by ensuring all duties are complete as well as actively seeking new instructions through touting and prospecting. Due to the nature of the role, it is essential for the successful candidate to have a full UK driving licence. Key aspects of the role include, but are not limited to, as noted below:

JUNIOR ESTATE AGENT (APPRENTICESHIP) DAILY DUTIES

- To register applicants onto the database
- To manage the database with regular contact to purge redundant applicants
- To book viewings by calling the database and property matching, as well as downloading email and web leads, requesting viewings
- Obtaining regular feedback from viewings
- Conduct property viewings
- Prospecting – by calling database of local property owners with potential property to sell and booking in valuations
- Prospecting – work with Marketing Manager to maximise efficiency of on market touting
- Prospecting – by dropping door to door leaflets in specific areas, in roads where we have recently sold, and also to properties that have been on the market with other agents, or withdrawn from the market
- Various administrative tasks to support the sales team, including printing and franking letters for posting, archiving, filing
- Front office – to meet and greet potential clients who come into the office and register their details on the system for sale or let. Print and hand out brochures to applicants visiting the office
- Take part in the morning sales meetings and diary management for the day
- Adhere to company policies and procedures and use of company systems on the pc and paper forms including any requirements for money laundering and GDPR

PERSONAL DEVELOPMENT: KNOWLEDGE AND SKILL BASE

- Attend conventions, seminars, and association meetings to remain knowledgeable and up to date in respect of the market and legislation.
- Attend events/webinars, to develop professional knowledge.

CLIENT CARE

- Maintain regular communication with client throughout instruction.
- Maintain service in accordance with company service levels, core values and behaviours.

ASPECTS OF TEAMWORK: WORKING TOGETHER

- Assist colleagues with their day-to-day duties as required.

YOU WILL POSSESS THE FOLLOWING KEY SKILLS:

- Excellent communication skills both verbal and written
- Good telephone manner
- Well presented
- Good ICT / Data Entry skills
- Good organisational skills
- Full UK Driving licence with own vehicle
- Personal qualities:
- Must be a team player
- Use your own initiative
- Confident
- Hard working
- Drive and passion to succeed
- A good general level of education