

JOB SPECIFICATION

TITLE – SALES & LETTINGS NEGOTIATOR

BRANCH – SUDBURY

The role of the Sales & Lettings Negotiator is to support the manager and colleagues in negotiating the sale and letting of residential properties. You will work as part of the team in a busy office. You will provide assistance to your colleagues when required to ensure the office continues to perform. Candidate must be able to provide flexibility to accommodate future business needs. Below is a list of your core duties. This is not an exhaustive list and is subject to change as the needs of the business change.

MARKETING INDIVIDUAL PROPERTIES FOR SALE & LET

- Create property details via company software in accordance with company guide.
- Regularly review applicant data base, to categorise those “own to sell” and “hot” applicants.
- Email and call out new instructions as per company policy.
- Maximise board presence.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Upsell conveyancing services with Quote Legal.
- Organise and make referrals to financial advisors.
- Promote properties through advertisements and open houses.
- Book and accompany viewings. Feedback to client within company policy timeframe.
- Review property listings in accordance with company policy to ensure property remains current and appealing.
- Negotiate offers for purchase and let.
- To take professional standard photographs in video tours in accordance with company policy.
- Secure relevant ID to progress offer to purchase or let.
- Initiate and manage tenant referencing.
- Ensure third party referrals made to letting applicants when applying.

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

- Work with and support your colleagues within branch.
- Maintain regular communication with client throughout instruction.
- Work closely with central sales progression team/financial advisor and tenancy progression department
- Maintain service in accordance with company service levels, core values and behaviours.

ASPECTS OF TEAMWORK: WORKING TOGETHER

- Work closely with Marketing Department.

YOU WILL POSSESS THE FOLLOWING KEY SKILLS:

- Strong negotiation and selling skills.
- Ambition, drive and charisma.
- Smart and presentable.
- Knowledge of the local sales and lettings market.
- Excellent communication skills and the ability to maintain a positive relationship with clients and colleagues.
- Strong organisational skills.
- Full clean driving license.