



STILL WAITING FOR THAT CHANCE TO PROGRESS? WE ARE HIRING!

JOB DESCRIPTION

eddissonwhite are looking to expand their team and appoint an experienced, motivated **SENIOR PROPERTY NEGOTIATOR** to embrace the sales and letting opportunities available. This role is exciting and varied, requiring you to work under pressure whilst remaining enthusiastic and professional at all times. You will be dealing with a variety of people and are responsible for delivering exceptional customer service. Parts of your day will be out of the office escorting buyers or tenants to view properties, negotiating the sale or let and then managing the process where you must remain in regular contact with vendors, landlords, solicitors or tenants. These daily responsibilities require a personable, proactive individual with strong communication and multi-tasking skills. Ideally, the candidate will also have the desire, confidence and ability to progress to the responsibilities of a Managerial role.

You main duties will be:-

- Qualifying & responding to all leads. Arrange & manage viewings by telephone.
- Confidently handle negotiations & offers between landlord/tenant or vendor/purchaser.
- Maintain & drive sales progression until completion.
- Achieve monthly targets.
- Keep accurate files notes, handle queries & consistently update database relating to the whole property process using Vebra Alto.
- Update window details, upload details, target letter drops to key areas & other related marketing
- Help to motivate & manage the sales team

REQUIREMENTS

In addition to a passion for property & people, the successful applicant must have:-

- Previous experience in estate agency & be target driven.
- Strong work ethic and ability to work without supervision.
- Confident telephone manner & computer literate.
- Ability to negotiate & problem solve whilst delivering customer service excellence.
- Clear, concise verbal & written communication skills with accuracy & attention to detail.
- Full UK driving licence.
- Preferably knowledge of the local area (Merton & Wandsworth Boroughs).

BENEFITS

- £15-18k basic (depending on experience) + commission on Sales & Lettings. OTE £45k+
- Further financial incentives available
- Hours 9am – 7pm (Mon – Thu), 9am – 6pm (Fri), 9am- 4pm (Sat). 5 days with day off in week.
- Car Allowance.
- 20 days holiday plus bank holidays.

Please see our website www.eddissonwhite.co.uk/careers for copy of job description and email your CV with covering letter only to nicola@eddissonwhite.co.uk **Quote ref: SN0J17**

*** NO AGENCIES**