



Part Time Sales Assistant – Midsomer Norton

Cooper and Tanner have a fantastic opportunity available for a part time Sales Assistant to join our team at our Midsomer Norton Office. Midsomer Norton and the surrounding areas offer a busy local property market, which in turn makes this office a fast-paced and rewarding place to work. We are looking for a customer focused individual to join our experienced and supportive team.

Hours of work:
Saturday 08:45 – 16:00

You will be responsible for:

- Greeting clients, and being the first point of contact for the Office
- Registering and qualifying new applicants
- Generate, arrange and carry out viewings for property
- Effectively deal with customer enquiries
- Completing administration associated with the sale of property, including updating our CRM system

Duties will vary day to day, and you must be flexible in your approach to work, supporting wherever possible with tasks associated with the sale of property.

About you:

You will be a positive and friendly individual. You will be organised and solution driven. If you have passion for excellent service and have a keen interest to get into the property market, this could be the ideal role for you.

Please only apply if you can demonstrate the following

- Hold a UK driving licence and use of your own vehicle of work (necessary for role)
- Have excellent communication and customer service skills
- Be confident in the use of IT
- Are comfortable working in a fast-paced environment
- Existing experience working in the property industry would be advantageous, but not essential

We reserve to close the vacancy early should a large number of applications be received. Please apply early to avoid disappointment.

We look forward to hearing from you!