



## LOOKING FOR A NEW CHALLENGE? WE ARE HIRING!

### JOB DESCRIPTION

eddisonwhite are a market leading, multi branch independent agency with branches in Wimbledon, Colliers Wood and Morden, who are looking to expand their team and appoint a well presented, enthusiastic **SALE & LETTINGS NEGOTIATOR** to embrace the sales and letting opportunities available. This role is exciting and varied, learning every aspect of being an agent. You will be dealing with a variety of people on a daily basis 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 and trustworthy communicator. The benefit of a dual role is that you will develop a more rounded knowledge of the industry & have the opportunity to earn a higher income.

Your main duties will be:-

- Work as part of a team in a competitive environment.
- Qualifying & responding to all leads. Arrange & manage viewings by telephone.
- Handle negotiations and offers between landlord/tenant or vendor/purchaser.
- Maintain and drive sales progression until completion using property software.
- Ensuring compliance with relevant legislation.
- Achieve monthly/quarterly targets.
- Handle queries & consistently update database relating to the whole property process.
- Update window details, do reg mail outs & targeted letter drops to key areas.

### REQUIREMENTS

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

- Strong work ethic with ability to work without supervision.
- Min 2 years estate agency sales experience
- Confident telephone manner & computer literate (pref Vebra Alto).
- Ability to negotiate, problem solve, handle multiple tasks efficiently & prioritise.
- Clear, concise verbal & written communication skills with attention to detail.
- Full UK driving licence.
- Preferably knowledge of the local area (Merton and Wandsworth Boroughs)

### BENEFITS

- £15- £18k basic (depending on experience) + personal commission on Sales & Lettings. OTE £30k-50k
- Additional financial incentives.
- Generous Car Allowance.
- 20 days' holiday plus bank holidays.
- Gain NAEA / ARLA industry qualification (if required).
- Work based pension