



JOB: Branch Manager (Full time/permanent)

COMPANY: eddisonwhite www.eddisonwhite.co.uk

LOCATION: London, SW19 (3 branches – Wimbledon, Colliers Wood & Morden)

COMPANY OVERVIEW Established in 2004, eddisonwhite is a friendly, privately owned residential Sales, Lettings and Property Management agency with branches in the popular areas of Colliers Wood Wimbledon and Morden covering areas in Merton borough & beyond. A successful & progressive agency who invests in technology and strives to offer their clients better fees, better service, better experience.

JOB DESCRIPTION

This role of **BRANCH MANAGER** is exciting and varied enabling an experienced property professional to utilise their skills and enable them to reap the rewards of outstanding performance.

These daily responsibilities require a personable, proactive and trustworthy individual.

Your main duties will be to:-

- Conduct valuations & convert, take on properties including photography and floor plans using in house technology. Upload to portals and website, mail out.
- Report to MD weekly on sales and let figures, portal stats, pipeline business and staff targets.
- Lead, manage and develop small team in line with KPI's
- Promote positive company culture and teamwork, act as ambassador for the business in the local area & promote company in the community
- Assist in new business development & increase market share in conjunction with business strategy.
- Handle queries & consistently update database relating to the whole property process
- Keep abreast of local community issues, competitors, and property market.
- Implement & monitor marketing campaigns

REQUIREMENTS

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

- Strong work ethic and track record of achieving targets.
- Commercial awareness.
- Experience in managing & motivating Sales team.
- Clear verbal & written communication skills & and eye for detail/accuracy.
- Full UK driving licence (own suitable vehicle).
- Ability to prioritise and multitask.
- Knowledge of the local property market (Merton and Wandsworth Boroughs)
- Preferably min 4 years' experience in estate agency.

BENEFITS

- Basic salary + personal commission + branch commission (after successful probation) OTE £45 - 65k
- Additional financial incentives for monthly targets achieved.
- Additional referrals commission.
- 20 days holiday plus bank holidays.
- Gain industry qualification (if required)
- Work based pension
- Hours 9am – 7pm (Mon – Thu), 9am – 6pm (Fri), 9am- 4pm (Sat). 5 days with day off in week.
- Generous Car Allowance.