



## EAGER TO TAKE THE NEXT STEP & DEVELOP YOUR PROPERTY CAREER?

### JOB DESCRIPTION

eddissonwhite, a market leading independent agency are looking to expand their team and appoint an experienced, motivated **ASSISTANT BRANCH MANAGER** to work with the Sales & Lettings team and support the Sales & Lettings Director. This role is exciting and varied, and requires an individual who is enthusiastic, professional and can demonstrate exceptional customer service. You will have proven skills in managing, leading and mentoring a team, with a track record that shows ability to generate new business.

You main duties will be:-

- Qualifying & responding to leads. Arrange & manage viewings.
- Confidently handle negotiations & offers between landlord/tenant or vendor/purchaser.
- Maintain & drive sales progression until completion.
- Achieve monthly targets.
- Ensuring compliance with relevant legislation.
- Keep accurate files notes, handle queries & consistently update database relating to the whole property process using Vebra Alto.
- Develop marketing ideas via differing media.
- Conduct valuations, write ups, photography, plans
- Support the team and the Sales & Lettings Director to achieve targets and business objectives.

### 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 with ability to multitask & 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

- £18-22k basic (depending on experience) + 10% commission on Sales & Lettings. OTE £40k-60k
- 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.
- Gain industry based qualification (if required)
- On going training
- Work based Pension