



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, career driven **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 office based or out of the office escorting buyers or tenants to view properties, negotiating the deal and then following up with excellent communications skills 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 the opportunity to earn a higher income as well gain thorough knowledge of the industry.

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 quarterly targets.
- Handle queries & consistently update database relating to the whole property process.
- Involved in marketing material for 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 1 years solid 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

- Basic salary depending on experience, £18+k plus personal commission on Sales & Lettings. OTE >£50k
- Additional financial incentives
- Generous Car Allowance.
- 20 days' holiday plus bank holidays (8 Bank Holidays in 2023)
- Gain NAEA / ARLA L3 industry qualification
- Work based pension
- Receive shopping, dining and entertainment discounts*
- Access to Employee Assistance Programme – a wellbeing package (Confidential telephone helpline available 24/7, 365 days a year, offering practical information & emotional support and much more)

*Privilege Card/Love Wimbledon