

MOORE ALLEN & INNOCENT

LETTINGS NEGOTIATOR - CIRENCESTER

We are looking for a full time Lettings Negotiator that is ambitious, career driven and seeking a challenging fast paced exciting career. You will be confident, self-motivated and passionate about engaging with people, a dynamic, well-presented individual that is hungry for business and has an appetite for success. We are proud of the market leading reputation we have built and the right person will be happy to build on our success.

The successful candidate will be organised, efficient, able to work both independently and within a team, and be driven to achieve outstanding results. You will enjoy working within a relatively small and professional team where your input makes a real difference to the success of our business. In-house, bespoke and other relevant training courses are available for all employees.

Duties will include but not be limited to:

1. Booking and attending viewings.
2. Following up on all appointments and providing the landlord with feedback.
3. Receive, record, negotiate and present offers.
4. Complete Check Ins.
5. Compile Property Paperwork and keep up to date records.
6. Deal with contractors and coordinate ongoing maintenance.

Personal Requirements:

1. A strong work ethic
2. Sales experience
3. Valid and clean driving license
4. Ambitious and self-motivated
5. Results driven

Benefits:

1. Company events
2. Company pension
3. Sick pay
4. Holiday pay
5. Employee Assistance Programme
6. Life Assurance

Monday to Friday and one weekend in four to an agreed rota.

Job Type: Full-time

Salary: competitive, subject to experience