Going Places Ltd.

JOB REFERENCE: **123-SJS10023**

JOB TITLE: **Estate Agent**

EMPLOYER: **GOING PLACES LTD**

LOCATION: **SALISBURY**

SALARY: **£12K - £15K per annum**

WORKING HOURS: **35-40 some weekend work may be required**

DESCRIPTION

We are looking for a trainee estate agent to be involved in the valuation, buying, and marketing and selling of residential properties such as flats and houses on behalf of clients. As an estate agent you will be the main link between the buyer and seller. You will need to have a good understanding of the local property market by keeping up to date with trends in what buyers demand and the prices at which properties sell. We need someone who will also assist in visits to the property, to photograph and measure up the plot and buildings. Full training will be given.

DUTIES TO INCLUDE

- viewing properties, and taking photos and measurements
- advising clients about the buying and selling process
- valuing properties
- marketing and advertising properties for sale
- showing potential buyers around properties
- negotiating a price that is acceptable to the buyer and the seller
- arranging conveyancing (legal sale and purchase documents)
- managing rented properties and collecting rent.

SKILLS REQUIRED

- Ability to work well as part of a team
- Computer literacy and good typing skills
- Good level of English spelling and grammar
- Accuracy and attention to detail
- Concentration, for performing routine tasks
- Excellent communication skills
- Good organisational skills
- The ability to work well under pressure

PERSONAL QUALITIES

- A responsible and reliable individual
- A good sense of humour and friendly disposition
- Good time keeping and attendance
- Able to remain calm whilst working under pressure
- Self-motivated with a willingness to learn

QUALIFICATIONS REQUIRED

5 GCSEs Grade 9 – 4, including English and Maths (or equivalent qualifications)

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton
Going Places Ltd
37 Guild Street
London
EC3R 9EH

Quoting Job Reference.