

Sales and Lettings Negotiator

Due to continued expansion we are looking to recruit a Sales and Lettings Negotiator to join our company. You will be a highly motivated, pro-active individual who is able to work independently or as part of a team and possess exceptional organisational and communication skills, both written and verbal. The successful candidate will play a key role within branch therefore it is essential that you are able to organise and manage your time effectively to maximise your potential within the role.

Main duties will include generating viewings and valuations, property negotiations for both sales and lettings, liaising with clients both face to face and by telephone, financial and legal referrals and other general admin tasks as appropriate to the role. You are required to be highly motivated and target driven with excellent interpersonal skills, committed to delivering the highest standards of customer service.

It is essential candidates are IT literate and competent in the use of Microsoft Applications. It would also be desirable to have knowledge of Residential Estate Agency Software. A driving licence is essential for this position.

Gosforth Branch

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Newcastle Branch

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High Heaton Branch

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Low Fell Branch

478 Durham Road
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Tynemouth Branch

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Property Management Centre

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