

JOB DESCRIPTION

Vacancy: Sales and Lettings Negotiator – Preferably Post Graduate

Contract: Full Time – Permanent

Location: Lisburn, County Antrim

Salary: Competitive

Hours: Monday – Friday 8.30am to 5.30pm

Saturday 9.30am to 12.30pm (as rostered)

Company Background:

Established back in 1994, Templeton Robinson is the Leading Residential Estate agency practice in the province. We are the agent of choice for homes of all sizes as Northern Ireland's local estate agent.

Resales, rentals, development or agricultural land or major new build housing schemes (corporate or private) we have a practical working knowledge and years of understanding the market to get customers the best price with a superb level of service.

Thousands of clients each year choose Templeton Robinson as their “Agent for Life” in this fragmented and cluttered marketplace. Our reputation is unparalleled for how we can add MORE value and get customers the best price through our unrivalled reach and customer profile.

Key Responsibilities/Duties

The key responsibilities include but are not limited to the following:

- Supporting and assisting the sales team with property enquiries, viewings, negotiating sales, managing contracts, reporting and servicing existing clients from initial enquiry and negotiating new development property sales through to completion along with any administrative duties.
- Register rental property details onto in-house software system.
- Completion of tenancy credit checks and ensuring that they are dealt with in a timely manner.
- Ensure full and complete records are kept both in relation to the Tenant and Landlord.
- Liaise with both Tenants and Landlords in relation to viewings and follow ups.
- Continue business growth by actively networking.

How to apply

To apply, please send your CV to bethrobinson@templetonrobinson.com with a covering letter/email outlining how you feel you meet the criteria.

Essential Criteria

- Some experience in residential estate agency
- Minimum 5 GCSES (A* - C) including Maths and English
- Full clean UK driving license
- Proficiency in ICT
- Communicates clearly and able to speak and write succinctly, listens to and values other people's opinions.
- Speaks to clients and colleagues with respect and dignity.
- Makes good decisions based on information.
- Knows when to ask for assistance and understands when to use their own initiative.
- Candidate is receptive, learns from experience and can adapt to change.
- Develops and maintains effective relationships with third parties and colleagues.
- The ability to prioritise conflicts in a professional manner.
- Understands how the business works and uses this drive to get results and fill their potential.