

POST:	Lettings Negotiator
APPRENTICESHIP:	Business Administration Apprenticeship Level 3
START DATE:	ASAP
LOCATION:	East London
WORKING HOURS:	Monday- Friday 10am-6pm
SALARY:	£172 per week, going up in April £192

The Company

We are a new, dynamic and busy estate agent looking to expand and grow as a team.

An excellent opportunity has arisen for a full time Sales & Lettings Negotiator, to join this highly successful Estate Agent and Mortgage Broker based in East London.

The Role

We are looking for someone with passion and drive to make a real difference in our organisation.

Responsibilities

- Answering telephone and email enquiries
- Sorting mail and email correspondence
- Greeting clients
- Managing the diary and booking consultations
- Managing social media groups
- Social media content
- Potentially writing short articles on given subjects

Desired Skills

- Full driving license preferred

Desired Personal Skills

- Passion about making a real difference in our organisation

Qualifications

- Maths GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2

Future Prospects

This is an excellent opportunity for somebody who wants to gain valuable knowledge from experts within the property industry.