

<b>POST:</b>	Property Apprentice
<b>APPRENTICESHIP:</b>	Business Administration level 3 (18-months)
<b>START DATE:</b>	4 <sup>th</sup> July 2022
<b>LOCATION:</b>	Waltham Cross
<b>WORKING HOURS:</b>	Monday - Friday, 9.30am - 5.30pm Total hours per week: 35.00
<b>SALARY:</b>	£227.50 weekly

### The Role

An opportunity has arisen for a dynamic, results-driven, and motivated individual to join a start-up business. Working within our property department, the main purpose of the role is to generate and book valuations, whilst conducting accurate market appraisals/valuations and carrying out our administrative tasks.

### Duties and responsibilities

- Valuing, measuring, marketing and managing properties, regular communication with landlords/vendors and keeping in touch with all applicants
- Focused on business generation
- Negotiating and closing deals
- Qualifying potential buyers and tenants
- Arranging appointments for viewings and valuations
- Conducting property viewings
- Answering phone calls and email enquiries
- Keeping our filing systems up to date
- Dealing with all stakeholders in the business
- Carrying out any admin tasks set

### Desired Skills

- Professional and well organised

### Desired Personal Skills

- Enthusiastic, hardworking and driven individual with a good work ethic
- Confident and resilient
- A team player

**Desired qualification**

- 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**

- Completion of Business Administration Level 3 Apprenticeship
- Progression and development considered for the right candidate