

We are currently on the lookout for a Sales & Lettings Manager for our award winning branch independent estate agency for our office . Looking at opening another branch soon we are looking for a manager to manage and develop the current team. Although the role will involve overseeing both Sales & Lettings the majority of focus will be on both for the time being and therefore experience at managing a lettings/ Sales team will be very helpful to your success in the application process, although those with previous experience managing a sales dept also will be considered.

Duties/Functions will include:

- Training & Developing Negotiators.
- Maintaining strong relationships with Landlords/Tenants & Vendors/Applicants.
- Delivering high levels of customer service both internally and externally.
- Winning new business and maintaining existing business opportunities.
- Motivating the team to achieve and surpass sales targets.
- Measuring and evaluating performance of the office.

Skills Required:

- At least 1 years' experience in a managerial role within the property industry. (Although applications from exceptional Assistant Managers will be considered).
- Proven history of producing results.
- Strong valuation skills with a high valuation to instruction ratio.
- A managerial style that offers encouragement and coaching to team members.

Salary Budgets: £17,000 – 19000 Basic Salary, £40,000+ OTE, Petrol Car Allowance Provided.

John Samuel Estate is a trading name of JTST Property Consultants Ltd. whose office address is no 50 cambridge road, IG11 8FG, Unit 2.20.

Contact details: Telephone: 02036014664 Email: info@johnsamuelestates.co.uk

Registered in England and Wales number: 09110945

John Samuel Estate are members of The Property Ombudsman and Licensed ARLA (Association of residential letting Agents) agents

Laptop and Mobile Phone Provided

Working hours 9.00am – 7pm Monday to Friday and 10am-4pm Saturday (2saturdays in a month)

Perks: weekend work required, sponsorship of both ARLA and NAEA exams/qualifications after satisfactory of probation period monthly and quarterly events.

Responsibilities & Duties

- Leading a team of four / five negotiators and overseeing the company's in-house photographer
- Management of the branches Sales and Lettings operations
- Working closely with Property Managers to ensure smooth administration of new lets and renewals
- Carrying out sales and lettings valuations
- Uploading new properties and maintaining the marketing database •

Providing Landlords and Vendors with regular marketing feedback

- Negotiating sales and lettings offers • Negotiating tenancy renewals •

Handling sales progression Required Skills

- Have a good experience within residential estate agency
- Have a proven track record in senior positions within the industry
- Be a confident leader that can be a role model to junior staff
- Be success-driven and ambitious
- Be highly articulate and have first-rate communication skills
- Have excellent organisational skills
- Be self-motivated and capable of working under your own initiative
- Have a full, clean, UK driving license

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