JD– Lettings & Sales negotiator - Cheadle Hulme

As the sales negotiator you will be responsible for promoting and subsequently selling a new home to a client, whilst building and maintaining a close relationship with them. You will also sell commercial property or negotiate leases on them.

As the Lettings Negotiator, you will be responsible for finding tenants for new homes to rent and helping landlords rent their properties – this will involve reference and credit checks, making sure that the tenant and landlord needs will match, all while building rapport with both parties

Job description

Deal with incoming and outgoing calls and property enquiries for both sales and lettings

Carry out viewings when required hence driving will be essential

Dealing with landlords and vendors

Negotiate offers for both sales & Lettings

Assist with progressing tenancy applications & tenancy paperwork/references

Assist with arranging inventories and certificates

Assist with chasing deposit payments/Holding fee payments

Assist with dealing with incoming application queries from tenants and guarantors

Liaise with Group Finance for financials, rental payments and invoices

Assist with property inspections and viewings

Carry out referencing for lettings properties

Complete move ins for lettings properties

Be computer literate and able to learn systems quickly

Property maintenance and day to day tenant management/issues

Dealing with rent arrears and debt collection

Good understanding on tenant evictions

Job Type: Full-time

Salary: £22,000.00 to £26,000.00 /year

Application Questions

How many years of Lettings and sales experience do you have?

Do you have the following licence or certification: Driving License?

Do you have a good understanding of Rightmove, Zoopla & On The Market

Understanding on Acquaint or similar lettings/sales software

MS office and excel experience

Dealing with rent arears, Property maintenance and management

Sales negotiation experience

Based in Cheadle Hulme