

## **Lettings Negotiator**

**Basic Salary £15850 to £18850, dependant on experience. OTE £22,000 to £25,000**

homes4u are the areas leading property company, offering sales, rentals and property management across our City Centre and South Manchester Branches. Established in 1990, from day one we have committed to offering outstanding customer service and providing value adding services.

An exciting opportunity has arisen for a lettings negotiator to join the homes4u team based at our City Centre Branch. Along with a competitive basic salary, we also offer a range of benefits including

### **What we offer**

- Structured induction programme
- Funded Industry Recognised Qualification
- Un capped commission scheme
- On-Going Career progression plan
- Access to 100's of benefits and discounts through Perkbox
- Team building events
- Pension

### **About the role**

In the role of Lettings Negotiator you will be working in a team and will report to the Branch Manager. Your duties will include

- Keeping in regular contact with applicants to promote rental stock and new instructions.
- Generating appraisal leads for Rental and Sales Valuers.
- Update landlords regularly throughout the marketing process, keeping clear records of any contact.
- Conduct punctual and organized viewings as required.
- Following up on viewings and with clear notes, reporting feedback to the landlords.
- Ensure time scales for tenancy applications are adhered too.
- Negotiate tenancy terms with landlords and applicants.
- Conduct effective Tenant Referencing, ensuring that consideration is given to all aspects of the report, and making further checks where suggested or where doubt arises.
- Cross selling of services such as property management, sales, conveyancing and financial services.

### **Candidate Requirements:**

We are looking for a highly self motivated individual with the following;

- Strong IT skills
- Excellent communication
- Well presented
- Friendly and approachable
- Well organised
- Energetic and enthusiastic
- Desire to progress

Please apply in writing with your CV and a covering letter, basic salary dependent on experience.

Please do forward this advert to any friends or colleagues who may be interested in taking the next step in their career.

### **Hours**

9:00am - 5.30pm Monday to Thursday 9:00am - 5:00 Friday 1 in 3 Saturdays 10:00am - 4:00pm