

## **Viewing Representative**

### **Basic Salary £18,000**

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 viewings representative to join the homes4u team based at our South Manchester. Along with a competitive basic salary, we also offer a range of benefits including

### **What we offer**

- Structured induction programme
- Funded Industry Recognised Qualification
- 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 Viewings Representative you will be working in a team and will report to the Branch Manager. Your duties will include

- Conduct punctual and organized viewings.
- Ensuring properties are secure upon departure.
- Conveying offers generated on viewings to branch.
- Promoting alternative property options to viewers.
- Organisation, logging up and management of property keys.
- Drawing floor plans and taking photographs of available properties.
- Writing property descriptions.
- Generating appraisal leads for Rental and Sales Valuers.
- Generating online reviews.
- Reporting any property feedback to branch/property management as required.
- Cross selling of services such as property management, sales, conveyancing and financial services.
- Providing cover in the office in a negotiator role when required

### **Candidate Requirements:**

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

- Driving license
- 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 Tuesday to Thursday 9:00am - 5:00 Friday 10:00am - 4:00pm - Saturdays

One in four weeks working Monday 9:00am - 5.30pm with the Saturday off