



## EXPERIENCED SALES NEGOTIATOR

15 HIGH STREET, LEYBURN, NORTH YORKSHIRE DL8 5AH

We are recruiting for an experienced Sales Negotiator to add to our existing team at our Leyburn Branch.

### The role and responsibilities:

- Greeting all visitors to the branch.
- Registering applicants and maintaining records.
- Arranging viewing appointments and gaining feedback.
- Negotiating with potential buyers.
- Obtaining local market information to assist with Market Appraisals.
- Assisting the Branch Manager with launching properties to the market.
- Liaising with GSC Grays Marketing Department and providing them with content.
- Achieving sales targets.
- Meeting financial services referral targets.
- Providing support to Sales Progression team.

### The skills we are looking for in you:

- Experience of estate agency preferred, but sound knowledge of and experience in sales and customer service essential.
- Strong communicator; friendly, outgoing and professional with a good telephone manner.
- Excellent standard of written English language and attention to detail.

- Numerate.
- Good IT skills and ability to adapt to new technologies.
- Good general knowledge of Microsoft Office.
- Ability to prioritise busy workload and meet deadlines.
- Proactive and problem-solving approach to tasks.
- Ability to work in a team.
- Car owner with full UK driving licence.

## Key information about the role you need to know:

- Full-time Monday to Friday and every other Saturday
- Hours: 9.00am - 5.30pm Monday to Thursday, 9.00am to 5.00pm Fridays and 9.00am to 1.00pm on Saturdays.
- Up to one hour for lunch.
- 25 days holiday plus statutory bank holidays.
- Business mileage will be reimbursed at £0.45p per mile.
- Auto-enrolment pension scheme with Aviva.