



Sales and Lettings Property Negotiator

Are you a personable self-starter who learns quickly and always acts with integrity? If so, Urban Patchwork want to hear from you.

We are an exciting new model of agency driven by our commitment to:

- Provide professional and personable residential sales and lettings services that compete with market-leading agents and achieve the best possible results for our customers
- Be a positive example of practice in the industry
- Fund homeless housing and support projects.

We are members of the Property Ombudsman, NAEA & ARLA Propertymark and the Tenancy Deposit Scheme. We are also a certified 'business for good' and member of Social Enterprise UK.

As a Sales and Lettings Property Negotiator, you will:

- Work in our office by Greenland Dock in SE16 (our closest tube stations are Surrey Quays and Canada Water)
- Respond to enquiries and undertake property viewings (and eventually also property valuations)
- Oversee the entire customer relationship and sales and lettings process through to completion, liaising with tenants, buyers, landlords and vendors
- Have the opportunity to progress quickly and shape the development of the company.

We are looking for someone eager to spend at least the next two-to-five years with us.

Key details:

- Start date: flexible
- Permanent full-time position (two job share roles may be considered)
- On target earnings: £28k-£35K, dependent on both individual and company performance
- Basic salary: £20k
- A car/petrol allowance
- Nest pension scheme
- Five days a week Monday to Friday, plus every other Saturday (you will get a Friday afternoon off in lieu following working a Saturday)
- Current branch opening hours are 9.30am to 6pm Monday to Friday and Saturday 10am to 3pm. Viewings and property appraisals are regularly required outside of these times, particularly during weekday evenings.
- Business casual dress code – no ties or suits required
- 23 days' annual holiday pro rata. We are also closed on all bank holidays and between Christmas and New Year. (Staff are required to use three days of their leave over the Christmas period.)

Find out more at: www.urbanpatchwork.co.uk

Essential skills and attributes are:

- Having excellent communications skills (verbal and written)
- Taking pride in providing outstanding customer service and always acting with integrity
- Getting things done on time and meeting expectations
- Being a fast learner and strategic thinker
- Being commercially-minded and socially motivated
- Being interested in housing, development and society issues
- Being a good team player and equally able to work autonomously
- Having the drive and commitment to build Urban Patchwork's customer base and reputation.

It is desirable for you to have sales, business development or fundraising experience, property experience (preferably in residential sales or lettings), and to have an industry qualification: NAEA or ARLA and/or a degree.

You must have a UK driving license, a car and a mobile phone.

How to apply

Please email us your C.V. together with 300-500 words outlining why you want to work for Urban Patchwork and are suitable for this role. Send your application to Tessa at tessa@urbanpatchwork.co.uk

Questions

Contact Tessa: 020 7043 2348 tessa@urbanpatchwork.co.uk