

Location: Tilehurst, Berkshire

Employment Type: Full-time

Company Overview:

Parkers Tilehurst, a leading name in the property industry, is seeking a dynamic and experienced Assistant Manager to join our flagship branch in Tilehurst. With a fast-paced yet rewarding environment, we are committed to delivering exceptional service and driving results for our clients.

Position Overview:

The Assistant Manager will play a pivotal role in our busy office, working alongside a young and energetic team. We are seeking a driven individual with a proven track record in estate agency, strong valuation capabilities, and excellent negotiation skills. The ideal candidate will thrive in a fast-paced environment, be highly organised, and possess exceptional communication skills.

Key Responsibilities:

- Assist in managing day-to-day operations of the flagship branch, ensuring efficient workflow and exceptional customer service.
- Conduct property valuations with precision and accuracy, leveraging strong market knowledge and local expertise.
- Negotiate property sales and purchases, maximising value for both clients and the company.
- Identify and capitalise on opportunities to cross-sell or upsell additional services to clients.
- Maintain a high level of organisation and attention to detail in all aspects of work.
- Adapt communication style and tone to suit the needs of different customers and situations.
- Work effectively under pressure to meet deadlines and exceed targets.

Qualifications and Skills:

- Proven track record in estate agency with a minimum of 4 years of experience.
- Familiarity with the local area and market trends is highly advantageous.
- Strong valuation capabilities and ability to accurately assess property values.

- Excellent negotiation skills, with a track record of achieving successful outcomes.
- Highly organised with the ability to manage multiple tasks and priorities.
- Exceptional communication skills, both written and verbal, with the ability to tailor messages to different audiences.
- Demonstrated ability to recognise and capitalise on sales opportunities.
- Driven and motivated, with a passion for delivering results and exceeding expectations.

Location and Benefits:

This is a full-time role based in our flagship branch in Tilehurst, Berkshire. As part of the Parkers team, you will have access to excellent career progression opportunities, attractive salaries, and commission packages.

How to Apply:

If you are a driven and experienced estate agency professional looking for a rewarding career opportunity, we invite you to apply for the Assistant Manager position at Parkers Tilehurst. Please submit your CV and a cover letter highlighting your relevant experience and why you would be a great fit for this role.

Parkers Tilehurst is an equal opportunity employer and values diversity in the workplace.