

Lettings Negotiator | Witney

Due to internal promotion, we are now looking to recruit a new Lettings Negotiator to join our team in Witney.

You will be a hardworking and enthusiastic individual who can work well within a team and has a good understanding of general administration and IT, as well as having excellent people skills and telephone manner. A company car is provided for business use so a full, clean drivers licence is essential.

Essential Skills:

- An analytical person who can communicate well with Landlords and tenants – excellent written & verbal communication skills at all levels
- Ability to work closely with a team to ensure that you provide excellent customer service
- Strong organisational skills
- Quick learner who thrives on attention to details
- Great attention to detail
- Ideally be ARLA qualified or a willingness to be qualified
- Driven with a real desire to succeed, ability to demonstrate initiative and self-motivation
- Excellent problem-solving abilities
- Genuine interest in property and people
- Full UK Driving License
- The role will involve some out of office appointments showing applicants around properties, so the successful applicant must be able to work independently as well as part of a team

We are offering:

- 20 days annual leave plus bank holidays
- Vibrant company culture including paid for social events
- Plenty of first-class training and development resources
- Funding of exams and qualifications
- The opportunity to learn from a lively & highly skilled team to help develop your career
- Parking arrangements within proximity of our office

Key information

Working Hours:

Monday to Friday
9.00am – 5.00pm
1 in 3 Saturdays (9.30am – 12.30pm)

Office:

63 High Street
Witney
OX28 6JA

Start Date:

Flexible for
the right candidate