

Amax Estates and Property Services require a Part Time Lettings Negotiator to join their busy Gravesend office.

The successful candidate must have experience in Lettings and/or Sales negotiating. A knowledge of Rentman software system would be an advantage, but in house training will be given. Above all we require the applicant to hit the ground running and be able to:

- Project a confident telephone manner
- Meet with prospective landlords and carry out valuations
- Keep in regular touch with landlords and applicants and build up good rapport
- Be able to organise and conduct viewing appointments
- Show excellent communication skills both written and oral
- Hold a full U.K driving licence in their possession
- Possess the ability to progress lettings through to move-in
- Have excellent computer skills
- Negotiate offers between tenant and landlord
- Have ambition, professionalism and an enthusiastic approach
- Show attention to detail and the ability to work on your own or part of a team
- Display self- motivation and a 'can do' attitude
- Have the desire to meet and achieve targets

Attractive package on offer with basic salary of £15,800 pro rata + high commission.

20 Hours per week including 4 hours every Saturday

Please send your CV and a covering letter to maria@amaxestates.com.