



# Lambert & Foster

## RECRUITMENT

# Estate Agent / Sales Negotiator

Lambert & Foster are looking for a committed and passionate individual to support the firm's Estate Agency department and to meet the growing needs of the business across Kent and East Sussex. Applicants should have at least two years of experience in estate agency.

This vacancy would be suited to someone looking for the next step up in their career or for someone who is already comfortable in a negotiator position but able to adapt and offer suggestions for change in a progressive company. Either way, the applicant should be passionate about developing business leads and the reputation of the team they are to be a part of, as well as the wider lettings, planning, architectural, farm and commercial agency teams.

The role will require the applicant to be a confident communicator and negotiator, a tenacious sales progressor, an avid record keeper and team player. The suitable candidate must pride themselves in delivering a professional service and acting with honesty and integrity at all times.

The role offers a competitive salary with the opportunity for commission.

**Full time to include at least one Saturday in three with a day off in lieu.**

SEE FURTHER DETAILS OVERLEAF

**Salary:** Dependent on experience

**Reporting directly to:** Estate Agency Manager / Director

**Location of role:** Cranbrook Kent.

**Deadline for application:** 9.00am on Monday 24 February 2025. Applications to [myfuture@lambertandfoster.co.uk](mailto:myfuture@lambertandfoster.co.uk) complete with cover letter and accompanying CV.

NO RECRUITMENT CONSULTANTS / AGENCIES





## KEY SKILLS REQUIRED

- Excellent communication skills both written and verbal.
- High standard of customer care and service provision.
- Resilient canvassing skills and a desire to obtain feedback to improve service delivery and personal development.
- Ability to work accurately whilst under pressure in a target orientated environment.
- To be very organised and to work in a tidy fashion.
- To have attention to detail and be able to work under pressure.
- To have good IT skills and to be a proficient user of Word, Excel and Outlook.
- A full driving licence and own car.

## JOB REQUIREMENTS

- Welcome and cater for the requirements of clients and visitors to the office in a friendly, positive and enthusiastic manner.
- Arrange and undertake market appraisals of properties in a prompt, professional and timely manner.
- Write sales memorandums, market appraisal letters and commission accounts.
- Develop sales particulars, window cards, online profiles and general adverts; ensuring all marketing material is presented professionally.
- Manage and match prospective buyers to suitable property needs and organise viewings.
- Reviewing and keeping comprehensive records on comparable properties for sale.
- Manage and attend property viewings, reporting offers and pursuing suitable leads.
- Respectfully and professionally negotiate between buyers and sellers.
- Manage solicitors, financial advisors, surveyors and other parties to progress sales.
- Manage the sale of properties ensuring the sale is actively progressed to completion.
- Manage, expand and keep up to date the buyers' database.
- Where required, attending and offering assistance at exhibitions and events as required.
- Identify and promote the opportunity to add value to properties which may entail the use of the wider services of the firm (planning and architectural services).
- Work to meet sales targets.
- Support the development of junior team members as required and to assist in their continued development.
- Develop a comprehensive understanding and ability to use Expert Agent, our sales platform (training to be provided).
- Generate new business leads and the opportunity to undertake market appraisals.