



Lambert & Foster

RECRUITMENT

Administrator / Trainee Estate Agent

KENT LOCATION

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.

This vacancy would ideally be suited to someone looking to start a career in Estate Agency and for someone who is passionate about developing the reputation of the team they are to be a part of.

The role will require the applicant to be comfortable in greeting clients and making them feel welcome in the office. They must have a good phone manner and be a confident communicator. As the role develops there will be the potential to undertake property viewings, conduct market appraisals, attend networking events, negotiate deals to completion and generate new business.

The role offers a competitive basic salary with the opportunity for commission as the individual may develop in the role. There is the opportunity for career progression within the firm.

SEE FURTHER DETAILS OVERLEAF

Salary: Dependent on experience

Full/Part Time: Full time to include at least one Saturday a month with a day off in lieu

Reporting directly to: Estate Agency Manager

Location of role: Paddock Wood, Kent

Deadline for application: Monday 29th December at 9.00am

Applications to: myfuture@lambertandfoster.co.uk complete with cover letter and accompanying CV.

NO RECRUITMENT CONSULTANTS / AGENCIES.





J O B R E Q U I R E M E N T S

- Welcome and cater for the requirements of clients and visitors to the office in a friendly, positive and enthusiastic manner.
- Answering telephone calls and directing them to the appropriate department / colleague and where necessary logging data into our digital management system and taking messages.
- Organise, schedule and co-ordinate meetings and digital reminders.
- Understand, obtain and then report on the needs of clients.
- Organise market appraisals and viewings at the earliest opportunity.
- Attend to all administrative duties on receipt of an acceptable offer.
- Where required chase buyers, solicitors and other interested parties for updates on the progress of sales.
- To write sales memorandums, market appraisal letters and commission accounts.
- Making sure all marketing material is presented professionally.
- Data management to ensure client, property and fellow professional details are kept up to date (both digital and hard copy folders).
- Taking ownership of updating the office window display to ensure it accurately reflects the status of property for sale and promotes the services of the business.
- Assisting with any other administrative or promotional tasks as required.
- Assistance at exhibitions and events as required.
- Update the company's website to ensure effective property displays and to identify unique marketing opportunities to promote specific properties
- Preparing adverts for local newspapers and social media platforms including LinkedIn, Facebook and Instagram.
- Develop a comprehensive understanding and ability to use Expert Agent, our sales platform (training to be provided).

K E Y S K I L L S

- Excellent communication skills both written and verbal.
- High standard of customer care and service.
- 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 excellent IT skills and to be a proficient user of Word, Excel and Outlook.
- Must have a full UK driving licence and a car.

Lambert & Foster is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity position.

F U R T H E R I N F O R M A T I O N

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