



**Lambert
& Foster**

RECRUITMENT

Property Viewings Person

Lambert & Foster are looking for a committed and passionate individual to support the firm's Estate Agency department by conducting property viewings on our behalf. The role will involve showing a wide variety of properties, including rural land, farms, and both small and large residential homes, and providing a professional, welcoming, and informative experience for prospective buyers and tenants.

This is an ad-hoc, flexible position, meaning you will only be required when viewings are scheduled. As such, it offers an excellent opportunity for someone seeking occasional work with flexible hours. The role would particularly suit someone with previous estate agency viewing experience, or an individual with a rural or agricultural background. It may also be well suited to someone who is semi-retired or retired and looking to remain active through flexible, occasional work. Saturday viewings probable.

You will be fully briefed on each property and show around in advance, by the Paddock Wood, Cranbrook, or Rural Agency Teams, and you will report directly back to the relevant team following each viewing, providing feedback as required.

SEE FURTHER DETAILS OVERLEAF

Salary: Dependent on experience

Reporting directly to: Rural Agency and Estate Agency Teams

Location of role: Ashford Based. Covering Paddock Wood, Cranbrook, and the Wider East Kent Area.

Hours: Ad-hoc, dependant on viewing requirements (Saturday working probable)

Deadline for application: 9.00am on Friday, 6th March. Applications to myfuture@lambertandfoster.co.uk complete with cover letter and accompanying CV.

NO RECRUITMENT CONSULTANTS / AGENCIES



arla | propertymark

naea | propertymark





KEY SKILLS REQUIRED

- Excellent communication skills both written and verbal.
- High standard of customer care and service provision.
- A friendly, professional and confident manner
- Comfortable working independently.
- Reliable, punctual and well organised.
- To have good IT skills and to be a proficient user of Word, Excel and Outlook.
- Good awareness or rural environments and countryside property
- A full driving licence and own car.

JOB REQUIREMENTS

- Welcome prospective buyers, guide them around properties, land or farms and highlight key features and selling points relevant to the property type. Welcome and accompany appointed consultants around the property, to undertake survey work and or assist with gaining entry to undertake repair work.
- Confidently show rural land, farms and larger properties, adapting your approach to suit agricultural and countryside settings.
- Deliver a warm, professional and knowledgeable viewing experience, answering basic questions and referring detailed queries back to the office.
- Carry out pre-viewing safety checks, remain vigilant to safeguarding concerns and follow Lambert & Foster's procedures at all times.
- Collect and return keys securely from branches, vendors and landlords as required.
- Report back promptly to the necessary Team following each viewing, providing clear feedback on viewers reactions and or observations made by contractors visiting.
- Update viewing feedback and notes on Expert Agent following appointments (training provided).
- Arrive punctually, maintain and smart appearance and represent Lambert & Foster professional at all times.
- Over 18 with the legal right to work in the UK.
- Full UK Driving Licence and access to own vehicle (essential)
- Flexible availability, including Saturdays.
- Most viewings are anticipated to be between Paddock Wood, Cranbrook and Ashford. Occasional viewings may take place further afield across East Kent. Mileage paid at 45p per mile.