



## Estate Agent - Sales/Lettings Negotiator in SW14

Sceon+Berne are looking for a dynamic full time sales/lettings negotiator to join our boutique owner run agency.

We are a company that works differently and require a candidate that believes in exceptional customer service, who will bring positivity and honesty to the role. An ARLA qualification would be ideal but a minimum of 6-12 months experience in sales or lettings is essential.

We're looking for an exceptional candidate who is passionate about property and takes pride in delivering the highest level of service 100% of the time. Most importantly of all, you must thrive on working with people, under pressure and in a competitive environment and advance in line with our agency's No.1 position in the local area. Living locally or nearby would be a real bonus. If you feel that you are interested, please also visit our website [www.sceonberne.com](http://www.sceonberne.com) which will provide you with an insight into how we work. The role will entail working 9am-6pm weekdays and every other Saturday. OTE £30k - 40k depending on experience.

### Key Responsibilities:

- Liaising with clients
- Contacting buyers and tenants
- Viewing with buyers and tenants
- Ensure administration and lettings procedures are being upheld
- Undertake sales progression and processes

### Candidate Profile:

- Background in Sales and/or Lettings negotiation
- Experienced sales progression
- Knowledge of all aspects of the Lettings regulations and processes would be beneficial
- Excellent Communication and English skills
- Strong organisation skills
- Eye for detail and can prioritise workload for the team

### The Benefits

- £15-18k basic dependent on experience with £30k - £40K OTE
- Potential commission to be negotiated
- Company pension scheme
- Exceptional potential for career progression

Core hours will be Monday to Friday, 9am - 6pm and Saturday 10am - 4pm with a weekday off in lieu (5 day week with 1 week day off in lieu)

For more information contact  
David on 020 3621 2000  
email [david@sceonberne.com](mailto:david@sceonberne.com)  
visit [sceonberne.com](http://sceonberne.com)