

Property Viewing Agent

January 2026

Key Responsibilities

Lettings Property Viewing Agent :: Key Responsibilities

Due to the expansion of our business, an opportunity is available for a Property Viewing Agent to work for a thriving property company in the fastest developing area in Manchester City Centre, Ancoats Urban Village.

We are looking for a candidate to promote positive attitude, be highly organised and deliver a high standard of service to our clients. In return, you would be working for a dynamic and ambitious company, that values its team and promotes personal and professional growth.

Job Specification:

- Conduct property viewings
- Taking professional photographs and videos of the properties
- Produce floor plans
- Advertise properties in line with company standards.
- Process applicant enquiries and arrange viewings
- Follow up with applicants after the viewing has taken place
- Liaise with other departments where required
- Actively cross sell our services (Colony, Residential, Commercial etc)
- Build and maintain relationships with clients and tenants
- Actively market the product through appropriate and new methods (leaflet dropping etc.)

Person Specification

We are looking for a candidate who will:

- Show an Ability to close the deal
 - Show Ambition to exceed targets
 - Work under their own Initiative
 - Take Responsibility
 - Offer first class Customer Service
 - Promote a Positive environment
- Requirements:
- IT literate (MS Office, internet, email systems)
 - A Full UK driving licence and access to your own vehicle
 - Job Type: Part-time

Jactin House, 24 Hood Street,
Ancoats Urban Village,
Manchester, M4 6WX

0161 974 3232
enquiries@northerngroup.co.uk
northerngroup.co.uk



Benefits:

Company events
Company pension
Employee discount
Free parking
On-site parking
Store discount

Schedule:

Every weekend
Weekends only

The list is not exhaustive and there may be other tasks which are required to be carried out.

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