

# 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](mailto:enquiries@northerngroup.co.uk)  
[northerngroup.co.uk](http://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.

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

0161 974 3232  
[enquiries@northerngroup.co.uk](mailto:enquiries@northerngroup.co.uk)  
[northerngroup.co.uk](http://northerngroup.co.uk)