

# Property Viewing Agent

January 2024

## 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

#### Benefits:

Company events  
Company pension  
Employee discount  
Free parking

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

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



On-site parking  
Store discount

Schedule:

Every weekend  
Weekends only

Salary:

Up to £13.00 per hour

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

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