

PERSON/JOB SPECIFICATION

Job Title	Sales Negotiator	
Department	Sales	
Location	Shrewsbury	
No. of Positions	1	
Term	Full time – 37.5 hours per week Permanent with an initial six month probationary period	
Salary Band	£16,500 - £18,500 per annum (Depending on experience)	
Responsibilities	To effectively and efficiently service and administer sales' clients. To assist with the day to day running of the Sales Department.	
Terms and Conditions	Hours of employment: Monday to Friday 9.00am to 5.30pm. (one hour for lunch). Saturday by rotation, generally one in four 9.00am to 4.00pm. (Lieu day provided). Training: Intensive initial six months training and continuous professional development. Holidays: 28 days (this includes public holidays).	
Experience & Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • Having worked in an office environment. Admin experience. 	<ul style="list-style-type: none"> • Member of the National Association of Estate Agents (NAEA, Propertymark). • Previous experience in similar role.
Skills	<ul style="list-style-type: none"> • Good administrative skills • Good organisation skills • Excellent communication skills • Excellent interpersonal skills • Excellent time management skills • Working effectively within a team • Driver with access to a car • Quick learner 	

Knowledge	<ul style="list-style-type: none"> • IT literate 	<ul style="list-style-type: none"> • Photography and editing knowledge
Characterises	<ul style="list-style-type: none"> • Self motivated – self starter • Confident • Methodical • Dynamic • Assertive • Target driven • Flexible approach • Reliable • Concern for excellence • Enthusiastic • Good sense of humour 	

Application Process/ How to apply	<p>Curriculum vitae together with covering letter sent to:</p> <p>Patricia Baila Monks Estate & Letting Agents 12 Shoplatch Shrewsbury Shropshire SY1 1HL</p> <p>Or email patricia.baila@monks.co.uk</p>
Job Posted	14 th September 2018
Closing Date	26 th October 2018
	Only candidates selected for an interview will be contacted.