



MONKS

PERSON/JOB SPECIFICATION

Job Title	Senior Lettings Negotiator	
Summary	Looking for a skilled communicator who brings a personal touch to work every day ensuring clients and customers enjoy an exceptional level of service, effectively answering queries, confidently addressing issues and carrying out all the detailed administration. Candidates must possess exemplary knowledge of the lettings property sector and legislation, be highly ethical in their approach and put the customer at the heart of what they do.	
Department	Lettings	
Location	Shrewsbury, Shropshire	
No. of Positions	1	
Term	Full time Permanent with an initial six month probationary period	
Salary Band	Competitive annual salary + referrals + annual Bonus structure	
Responsibilities	To develop daily business opportunities, to effectively and efficiently service and administer lettings' clients and tenants as part of the rental property portfolio. To assist with all the aspects of the lettings process. See full Job Description for more details.	
Terms and Conditions	Hours of employment: Monday to Friday 9am to 5.30pm with one hour for lunch. Saturdays by rotation, generally one in four, 9am to 4pm. Initial training and continuous professional development. Holidays: 28 days (this includes public holidays). Pro rata for shorter periods.	
Experience & Qualifications	Essential	Desirable
	<ul style="list-style-type: none">• Having worked in the Lettings sector• ARLA Member, Propertymark• Driving Licence, driver with access to a car (company pool car available to use for appointments)	



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Skills	<ul style="list-style-type: none">• Good administrative skills• Good organisation skills• Excellent communication skills• Excellent interpersonal skills• Excellent time management• Working effectively within a team• 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• Methodical• Dynamic• Assertive• Flexible approach• Reliable• Concern for excellence• Enthusiastic• Good sense of humour• Positive attitude	

Application Process/ How to apply	Curriculum vitae together with covering letter sent to: Or email patricia@monks.co.uk
Job Posted	22 nd July 2022
Closing Date	5th September 2022 Only candidates selected for an interview will be contacted.

Monks, bringing people and property together

H –Honest – Straightforward and easy to deal with.

O- Original – Innovate and we deliver.

M- Motivated – Drive, energy and enthusiasm to make a difference

E – Empathetic – Real, normal and human