



MONKS

PERSON/JOB SPECIFICATION

Job Title	Lettings & Sales Negotiator
Summary	<p>At Monks Estate and Letting Agents, we are passionate about bringing people and property together. With friendly, approachable, and professional teams across our offices in Wem, Shrewsbury and Oswestry, we pride ourselves on delivering a personal, client-focused service that truly makes a difference.</p> <p>We are now looking for a skilled communicator who brings warmth, professionalism, and precision to every interaction. In this role, you'll ensure clients and customers receive exceptional service — from confidently handling queries and resolving issues, to managing detailed administration with superb organisational skills and a clear ability to prioritise your workload.</p> <p>To succeed in this position, you'll need:</p> <ul style="list-style-type: none">• Strong knowledge of the property sector and current legislation• A highly ethical, customer-first approach• Excellent interpersonal and problem-solving skills• A passion for delivering service that stands out <p>In return, we offer a supportive, collaborative environment where your contributions are valued and your growth is encouraged. If you're ready to take the next step in your property career, we would love to hear from you.</p>
Department	Lettings and Sales
Location	Wem, Shropshire, SY4 5AA
No. of Positions	1
Term	Full Time Permanent with an initial six month probationary period
Salary Band	Competitive annual salary + commission (referrals)



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Responsibilities	<p>Your role will involve developing daily business opportunities and providing effective, efficient service and administration for both lettings and sales customers. You'll support all aspects of the lettings and sales process, ensuring a smooth and professional experience for everyone involved.</p> <p><i>For a full overview of responsibilities and expectations, please see the full Job Description.</i></p>	
Terms and Conditions	<p>Hours of employment: Monday to Friday 9.00 to 5.30pm (37.50 hours per week). Saturdays by rotation, generally one in four, 9am to 4pm and lieu day given</p> <p>Initial training and continuous professional development.</p> <p>Holidays: 28 days (this includes public holidays). Pro rata for shorter periods.</p> <p>Company Pension Scheme</p> <p>Buisness mileage allowance</p>	
Experience & Qualifications	Essential	Desirable
	<ul style="list-style-type: none">• Having worked in the property sector• NAEA or ARLA Member, Propertymark• Driving Licence, driver with access to a car	
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	



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Knowledge	<ul style="list-style-type: none">• IT literate	
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	Send your Curriculum vitae to: patricia@monks.co.uk
Job Posted	1 st July 2025
Closing Date	8th August 2025 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