



# MONKS

## PERSON/JOB SPECIFICATION

Job Title	Senior Sales Negotiator / Lister
Summary & Responsibilities	<p><b>Experienced in property sales and ready to progress? Join us as a Senior Sales Negotiator / Lister and take your career to the next level in a fast-paced, professional environment.</b></p> <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 Shrewsbury, Wem, 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"><li>• Proven experience within residential property sales, ideally in a Senior Negotiator, Lister, or Valuer role</li><li>• Strong knowledge of the local property market and current industry legislation</li><li>• Confidence in carrying out valuations and converting opportunities into instructions</li><li>• A highly ethical, customer-first approach with a strong focus on building lasting client relationships</li><li>• Excellent communication, negotiation, and problem-solving skills</li><li>• Strong organisational ability, with attention to detail and the capacity to manage a busy and varied workload</li><li>• A proactive, target-driven mindset with a genuine passion for property</li></ul> <p><b>Key Responsibilities will include:</b></p> <ul style="list-style-type: none"><li>• Conducting property listings and providing accurate, well-researched market advice</li><li>• Securing new listings and supporting business growth across the branch network</li></ul>



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	<ul style="list-style-type: none"><li>• Managing the sales process from instruction through to completion</li><li>• Delivering a consistently high standard of customer service to vendors and applicants</li><li>• Maintaining compliance with all relevant legislation and company procedures</li><li>• Working collaboratively with colleagues to achieve individual and team targets</li></ul> <p>In return, we offer a supportive and professional working environment, competitive remuneration with an attractive commission structure, and clear opportunities for career progression within a well-established and respected independent agency.</p> <p>If you are an experienced property professional looking to take the next step in your career with Monks Estate and Letting Agents, we would love to hear from you.</p>
<b>Department</b>	Sales
<b>Location</b>	Shrewsbury, Shropshire, SY1 1HL
<b>No. of Positions</b>	1
<b>Term</b>	Full Time (37.5 hours per week) Permanent with an initial six month probationary period
<b>Salary Band</b>	Competitive annual salary + commission + referrals
<b>Terms and Conditions</b>	<p>Hours of employment: 37.5 hours per week. Monday to Friday 9.00am to 5.30pm Saturdays by rotation, generally one in four, 9am to 4pm. With day in lieu given.</p> <p>Initial training and continuous professional development.</p> <p>Holidays: 28 days (this includes public holidays). Pro rata for shorter periods. Birthday leave policy</p> <p>Company Pension Scheme Mileage allowance</p>



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Experience & Qualifications	Essential	Desirable
	<ul style="list-style-type: none"><li>• Having worked in the property sector</li><li>• Driving Licence, driver with access to a car</li></ul>	<ul style="list-style-type: none"><li>• NAEA -Propertymark, Propertymark</li></ul>
Skills	<ul style="list-style-type: none"><li>• Good administrative skills</li><li>• Good organisation skills</li><li>• Excellent communication skills</li><li>• Excellent interpersonal skills</li><li>• Excellent time management</li><li>• Working effectively within a team</li><li>• Quick learner</li></ul>	
Characterises	<ul style="list-style-type: none"><li>• Self motivated – self starter</li><li>• Methodical</li><li>• Dynamic</li><li>• Assertive</li><li>• Flexible approach</li><li>• Reliable</li><li>• Concern for excellence</li><li>• Enthusiastic</li><li>• Good sense of humour</li><li>• Positive attitude</li></ul>	
Interested:	Please send your CV to Patricia Baila , <b><u><a href="mailto:patricia@monks.co.uk">patricia@monks.co.uk</a></u></b>	Closing date: 31 <sup>st</sup> January 2026

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