

**Employer – Letsmove Residential**

**Vacancy – Trainee estate agent**

**Working pattern and contracted hours – 15 hours per week (TBC)**

**Salary - £12.21 ph**

**Number of vacancies - 1**

**Job Summary**

You will be office based on Wallsend High Street and your key responsibilities and task's will be:

- Administration support.
- Communicating with clients via telephone and email to provide information and updates.
- Arranging viewings, valuations, property inspections and maintenance.
- Preparing property listings to attract potential clients and maximize exposure and interest.
- Negotiate offers between buyers/tenants and sellers/landlords, striving to achieve the best possible outcomes for all parties involved.

**Essential skills, experience and qualifications**

We want to hear from candidates who have a willingness to learn and take part in all required training. We want someone who can demonstrate a positive attitude and ability to take initiative.

You need to be able to work independently and as part of a team and work in a professional manner.