Job Description

Lettings Negotiator / Valuer

Job Description:

Maitland Rachel is recognised as Hereford's leading Letting Agent, setting the standards that others follow. We provide a range of unrivalled first class letting and management services.

The lettings Negotiator / Valuer will deal with all aspects of the front end of the lettings.

This will include Landlord enquiries, valuing properties, vetting tenants, conducting viewings through to negotiating successful lettings between Landlord's and Tenants.

You will have the back up of working within a large team and be able to focus on promoting the excellent services available to both landlords & Tenants in order to provide and maintain the high standards and first class service.

The job is target driven and you will be expected to meet timescales, deadlines and provide regular reports to Partners.

***Reports to*:** Partners

Duties, Responsibilities and Ownership

To be provided by separate schedule

Requirements

We are looking for an experienced Lettings Negotiator/Valuer who has a proven track record. The companies objective is providing a first class service to Landlords & tenants, this is priority and the applicant must be able to demonstrate excellent negotiation, organisational, administration and time management skills.

Hours of work	–	Full time Monday to Friday 0845 – 1730 Saturdays (1 in 2) 0900 – 1500 Plus out of office hours as and when required in order to fulfil the job role.
Salary	-	Negotiable.

This job description is intended as a guide and is not a definitive list of responsibilities.