

Sales and Viewing Adviser

Location: Horsham

Hours: 9:00 – 5:00 on every other Saturday with occasional weekdays

Person specification

An exciting opportunity for a well-presented, customer focused individual, someone with an interest in the property industry who is looking for flexible working.

We are looking for a bright and enthusiastic team player who can support our Sales teams by conducting client viewings and assisting with office duties when required. You are calm under pressure and focussed on providing exceptional service to clients either face to face or over the telephone.

Experience in an estate agency, sales or office-based role would be very much sought after.

Essential skills and attributes

- Professional manner
- Presentable and well spoken
- Service oriented – willing to go the extra mile to ensure customers have a stress-free experience when buying or selling a property
- A good working knowledge of IT, Microsoft Office packages and Customer Database systems
- Knowledge of the local area is helpful
- Maths & English GCSE grade C and above is essential (or equivalent qualification)
- Education to college level is desirable but not essential
- Experience of estate agency is desirable but not essential
- Full UK driving licence essential

We are an award winning, independent estate and lettings agency who are determined to do things better than anyone else,. As a result, we have already been recognised as being the best estate and lettings agency in Sussex, Surrey and Kent.

Remuneration is a competitive hourly rate plus expenses.

If this sounds like a role that would be perfect for you, then please send through your CV to nicky@athomeestates.co.uk.