



Chartered Surveyors, Land & Estate Agents

## Sales & Lettings Co-ordinator

<b>Job title:</b>	Sales & Lettings Co-ordinator
<b>Location:</b>	3 Wrightington Street, Wigan WN1 2AZ
<b>Terms/ Benefits:</b>	Full time/Hybrid/Flexible Working/Free Parking/Pension/Social Events/5.6 Weeks Holiday/Wellbeing Benefits
<b>Salary/rate:</b>	Competitive salary + Bonus/Profit Sharing
<b>Requirements:</b>	Occasional Saturday

**About us:** T Fazakerley & Son are an independent Chartered Surveyors and Land Agents covering the Northwest and South of England and are one of the Northwest's oldest privately owned property consultancies, established in 1937, we specialise in Residential, Commercial and Rural Practice. We are a supportive and inclusive team with a family culture where our employees feel valued and respected, and who live our traditional values, and pride ourselves on the relationships we have built and our commitment to maintaining a personal service.

**About the role:** Reporting to the MD, we are currently looking for an organised, hardworking, resilient, pro-active self-starter to join our busy team and be part of our exciting growth plans to take the business to the next level within the Town of Wigan and beyond, by identifying new business opportunities and retaining existing clients.

- Key Responsibilities:**
- Generate new and repeat business opportunities
  - Appraisals, instructions, viewing and lets
  - Take deposits and record receipt of all monies
  - Progress transactions accurately and efficiently
  - Provide practical solutions to Landlords
  - Customer focused
  - Speaking daily to Vendors, buyers, landlords, tenants and applicants
  - Property management and dealing with day to day maintenance
  - Renewals, Inspections

## **Essential Skills and Experience:**

- Target driven and competitive
- Previous experience in Estate Agency desirable
- Resourceful and able to work on own initiative
- Well-presented and professional
- Excellent communicator both written and verbal
- Eager to learn and develop
- Organised, hardworking and resilient with attention to detail
- Positive and proactive
- Thorough working knowledge of Microsoft Applications
- Full UK driving licence and car essential

## **Contact us to apply**

Please submit your CV to: Jack Sharpe MRICS FAAV, 3 Wrightington Street, Wigan, WN1 2AZ or via email to [jack@tfazakerleyandson.co.uk](mailto:jack@tfazakerleyandson.co.uk) or for a confidential discussion please contact Jack on 07787 576 258.