

Commercial Property Negotiator Role

Job Title

Commercial Property Negotiator

Role

White Commercial are looking for a full time enthusiastic and personable commercial property negotiator to join their small commercial property team, based in Banbury.

Essential Skills/Requirements

Full driving licence & owns own vehicle

Able to use Microsoft suite and confident with other computer packages (CRMs etc)

Confident and professional manner – is able to communicate with a wide range of people including clients/B2B and members of the public

Someone who is looking for a long term career within the business

Preferable

Some previous experience within commercial property or estate agency businesses however this is not essential as full training will be provided for the right candidate.

Job Role (after training period)

- Arranging/carrying out property inspections (normally within Banbury/Bicester/Brackley areas)
- Negotiating sale and leasehold transactions and putting together heads of terms/instructing solicitors
- Property inspections and meetings with new/existing clients
- Producing marketing reports and property schedules for clients
- Attending client meetings
- Attending professional events and agents' events
- Updating the CRM with new enquiries
- Weekly team meetings
- Answering and appropriately dealing with telephone calls

What we are offering

Professional development and training as appropriate/required

Internal systems training (CRM, Reporting etc)

Mileage for inspections (not to/from work)

Hybrid working where appropriate i.e. admin half day (after training period)

Small friendly team

Salary dependant on experience

How to apply

Please email your CV with a cover letter to Verity Barber verity@whitecommercial.co.uk