**SMART CHOICE PROPERTY INVESTMENTS LTD**

**PROPERTY LEADS NEGOTIATOR ROLE**

**About the company**

Smart Choice Property Investments LTD is a property deal sourcing company. We search the market for properties available for Let and provide them to our clients for a fee. We work with over 100+ company let providers for social housing, assisted living, home office, local council an working professionals and private property investors.

**Main Role**

Searching the market for properties available to let in various areas and speaking to the landlord directly to find out if they are open to renting their property to a company. If they are, you would be organising a viewing for our directors (in some occasions you will be asked to do the viewings). You will also learn how to package a deal and create a property report to be sent out to investors and organising 2nd viewings between the landlord and interested clients.

**Key Tasks**

Administration & data entry

Courteous customer service

Book viewings

Respond to emails

Daily reporting to company manager

Physically attend rental properties as and when required

**Qualifications Required:**

No formal qualifications needed but a good level of numeracy and literacy is essential. Full training provided and checklists reinforce how each task or process should be completed. You are fluent in English; you are good at written and spoken English. Sending articulate emails is important. You are IT comfortable, someone who has experience with Dropbox, Microsoft Excel, spreadsheets, compiling reports etc.

**Successful candidate will ideally have:**

Ability to work on own initiative and alongside remote manager.

Good attention to detail and accuracy skills

Excellent telephone and people skills

Capable of organising and prioritising workload and meeting deadlines

Honest, reliable and friendly personality

Ability to work from home with own computer/Laptop may be provided (Occasionally coming into the office to work)

A car and driver’s licence (The ideal candidate will live close to South London and drive, but we will also consider candidates within London as long as you can drive)

**Working Hours**

Must be available between 9am - 6pm Monday - Friday, to answer phone calls & emails. Will be required and available for viewings as and when they occur. The opportunity is part time as and when required, **on average only 20 hours per week**. Some days will be busy.

**Pay**

Commission base, Exceptionally good rates.

£600 Per Deal You Source & Work on (If Sold for £2000+)

£450 Per Deal You Source & Work on (If Sold Between £1500 - £1999)

£250 Per Deal You Find & Pass on (If sold for less than £1500)

**How To Apply**

Submit a word .doc Cover letter & CV answering the following questions:

1. Do you consider yourself approachable yet professional?

2. Do you consider yourself organised and capable of self-motivation?

3. Are you happy spending much of your time working alone?

4. Do you drive and have use of your own car?

5. Do you have your own computer/laptop?

6. Have you worked in property lettings?

**PLEASE FILL IN THIS FORM AND RETURN IT BACK TO:** **INFO@SMARTCHOICEPROPERTYLTD.COM** **ALONG WITH YOUR CV AND COVER LETTER!**

**IF SUCCESSFUL YOU WILL BE INVITED TO OUR OFFICE FOR AN INTERVIEW,**

**IF SUCCESSFUL YOU WILL BE INVITED BACK TO OUR OFFICE FOR 2 DAYS TRAINING & INDUCTION!**

We look forward in hearing from you,

Regards

Smart Choice Property Investments LTD