

ROYAL AGRICULTURAL UNIVERSITY – STUDENT/GRADUATE JOB VACANCY



To enable placements/vacancies to be advertised correctly please complete the following:

Name of Employer: Maxwell Douglas Property

Vacancy Type: Full-time permanent (Graduate)

Full-time/Part time : Full time, M - F 9am to 5pm, and one Saturday morning in five (rota)

Start date: January 2026

Background: Maxwell Douglas Property was founded in 2009, is based in Chipping Norton and covers the North Cotswolds. With over 60 years of collective professional experience and an unrivalled network of local contacts we provide clients with a bespoke service to achieve the best results. Maxwell Douglas specialise in Sales, Lettings & Property Management of residential & commercial rural property.

www.maxwelldouglasproperty.co.uk

The Role: **Lettings Negotiator/Property Manager**

We are currently recruiting for an organised, professional, and customer-focused individual to join a busy Lettings and Property Management team in Chipping Norton. This is a fantastic opportunity to develop your career within the property sector, with excellent prospects for progression and long-term growth.

Key Responsibilities:

- Managing day-to-day lettings and property management tasks
- Liaising with landlords, tenants, and contractors to ensure smooth operations
- Conducting property viewings and inspections
- Preparing tenancy agreements and managing renewals
- Handling enquiries and providing excellent customer service at all times

Degree:

Permanent/temporary: Permanent

Location: 16 New Street, Chipping Norton, Oxfordshire, OX7 5LJ

Personal requirements:

- Previous property or lettings experience preferred (ARLA qualification desirable)
- Strong communication and organisational skills
- Confident working independently and as part of a team
- Good knowledge of Microsoft Office
- Must have a full UK driving licence and own car
- Local knowledge of Chipping Norton and surrounding areas advantageous

Other requirements:

Salary/Package:

- Competitive basic salary, plus commission
- Mobile phone bill and mileage expenses paid
- 25 days annual leave plus all bank holidays (including office closure between Christmas and New Year)
- Supportive and professional working environment with genuine career development

How to apply: Please email a CV and covering letter to Max@maxwelldouglasproperty.co.uk

Contact Name and Position: Max Douglas, Director

Email Address: max@maxwelldouglasproperty.co.uk

Telephone Number: 01608 644000

Closing Date for applications: Friday, 12th December 2025

The Royal Agricultural University makes no representation with regard to the advertised position referred to above. Students should make all reasonable enquiries to satisfy themselves as to the safety and suitability of the advertised post. Whilst the University makes all reasonable attempts to ensure that the details referred to are correct it accepts no liability of whatever kind as a consequence of any information that may be out of date or incorrect.