

## Job Description – Assistant Land Agent

<b>Title</b>	Trainee Land Agent
<b>Team</b>	PFK Land Agency
<b>Office</b>	Skirsgill - Penrith
<b>Grade</b>	Trainee Land Agent
<b>Reports to</b>	Head of Land Agency Dept
<p>This document sets out the primary duties and responsibilities of the above position. The duties and responsibilities described below are not intended to be exhaustive.</p>	
<b>The Role</b>	
<p>To operate as Land agent /rural surveyor (within the RICS definition of the same) as part of the PFK Land agency dept by providing professional services to clients with interests in the land and property sector. To use your knowledge, training and expertise to then provide high levels of advice and subsequent services to all clients.</p> <p>To assist the qualified members of the team in all day to day duties and to take individual duties as directed.</p>	
<b>Primary Objectives</b>	
<ul style="list-style-type: none"> <li>• To work within the departmental structure and assist the Head of Dept to progress, develop and expand the dept and deliver strong financial results.</li> <li>• To deliver a high standard of professional services to clients based on the application of sound knowledge and expertise within a profitable fee charging structure</li> <li>• To work within agreed departmental practises/protocols that not only ensures the highest standards of services, but all engenders a strong team culture</li> <li>• To assist existing team members and ensure parity of behaviour and practises within the dept</li> <li>• Administer Professional / estate management advice on all aspects of property management and consultancy for private, corporate and institutional landowners.</li> <li>• Work closely with the firm's experts and skills leaders where necessary adding value to clients property and business interests.</li> <li>• To comply with and contribute to the improvement and evolvement of departmental systems so as to ensure maximum efficiency and a competitive position in marketing our services.</li> <li>• Champion PFK Land Agency through the PFK network of offices and with all potential areas where new work should arise aimed at growing the business across all the catchment areas (All CA postcodes)</li> <li>• Develop and identify new opportunities.</li> <li>• To build strong relationships with counterparts in other offices and divisions and be able to offer cross selling opportunities.</li> </ul>	
<b>Skills/Knowledge/Experience</b>	
<ul style="list-style-type: none"> <li>• Too actively embrace and pursue training for and to progress the obtaining of qualifications with the RICS Rural Division.</li> <li>• Good interpersonal skills and an ability to communicate effectively, both orally and in writing to clients and colleagues.</li> <li>• Familiar with all aspects of financial management and reporting including time keeping, management of fee charging processes and the ability to meet targets.</li> <li>• The ability to maintain high levels of expertise by keeping up to date with changes in legislation, regulation working practises.</li> <li>• The ability to work in an organised and methodical fashion, with high levels of attention to detail.</li> <li>• To ensure the keeping of good records, files and client information.</li> <li>• The ability to manage time effectively, prioritising tasks to ensure deadlines are met.</li> <li>• A willingness to be part of a team and where appropriate to delegate work which is then properly supervised</li> <li>• A pro-active approach to work</li> <li>• A willingness to undertake business development on behalf of the department, the office and the company and raise their personal profile outside the company.</li> <li>• The ability to learn new skills and working methods and to be adaptable to change.</li> </ul>	