

Are you looking for a Summer Placement in a busy Estate Agency?

If you are interested in a career in property and would like to know more about the industry, John D Wood & Co. are launching a fantastic summer placement scheme to give you full insight into what working as an estate agent entails. If you are a strong team player, have an excellent work ethic and have knowledge of Microsoft Office, we would love to hear from you!

You will get the opportunity to work directly with the sales and lettings teams during the busy summer months with the option to apply for a permanent role. During this time, you will become a vital member of the team and the running of the business.

Ideal candidates will be confident, determined, organised, have excellent communication skills and the ability to build relationships.

John D Wood & Co. is successful in property marketing at both a national and international level, with a majority of our business coming through referral and recommendations. Trusted for generations, we have specialised in selling and letting residential property in London and the South of England for more than 145 years.

About the Role

- Work directly with the sales and or lettings team to support the day to day running of the branch.
- Gain basic understanding of the sales and lettings processes.
- Provide client support where necessary.
- Carry out face to face appointments/property viewings with prospective applicants
- Ad hoc assistance in the process of property negotiation.
- Meet and greet visitors who attend the branch
- Ensure an excellent standard of customer service is provided and upheld at all times
- Assist with any administration necessary

Qualifications & Experience

You will possess the following attributes;

- A professional approach
- Well presented at all times
- Be computer literate - specifically with the ability to use MS Word, Excel and Outlook.
- Excellent communication skills.

- Extremely customer focused.
- Strong administration skills.
- Ability to work well in a team environment.
- High accuracy and attention to detail.
- Full driving licence is preferred however if not, can still be considered.

Please include a full CV and cover note with your application.

<https://www.johndwood.co.uk/about-us/careers#/>