

Strettons are looking for a Junior Agent / Graduate Surveyor to join our City Fringe Commercial Agency Team to help support a diverse range of office, retail and leisure leasing work we have ongoing.

This is an opportunity to join a team that was awarded 1st place in the CoStar 2021 & 2022 Awards as the most active office agent by number of transactions in both the north and north fringe and east and east fringe London submarkets.

We work in one of London's most dynamic and exciting markets, handling some amazing spaces for fantastic clients.

### Key responsibilities:

- Assisting in maintaining and updating our leads/enquiries database.
- Organising and conducting viewings with prospective tenants.
- Build, maintain and strengthen relationships with landlords as well as tenants.
- Negotiate lettings and sales of commercial spaces and buildings.
- Providing marketing and disposal advice to clients.
- Attending client/team marketing meetings.

### Candidate attributes:

- The ability to communicate well by phone, email and face to face.
- Bright, outgoing personality.
- Well organised with the ability to prioritise multiple projects.
- Self-motivated.
- Good attention to detail.
- A team player and the ability to communicate well with staff across all of the agency teams.
- Previous commercial property experience is not essential.
- Skilled in Microsoft Office products.

### About Strettons

Strettons is a leading, independent firm of property advisors with expertise across a wide range of commercial and residential property, giving advice to buyers, owners, occupiers, investors, developers and more. Our core teams cover agency, property auctions, property & asset management and valuation & advisory services. We operate throughout London and the Home Counties with more than 120 staff, while our auction department and property management business cover the whole of the UK. Learn more about us [here](#).

Further information available via - <https://www.strettons.co.uk/our-people/join-us/junior-agent-graduate-ec-2/>