

Property Manager

Full-time, To cover Cupar and Kirkcaldy

We have an exciting opportunity for a Property Manager to cover our Cupar and Kirkcaldy offices. You will be required to undertake market appraisals of properties with a view to providing estate agency and other services to existing and potential clients.

About Thorntons

We are one of the market leading estate agency firms in Scotland and we were recognised as Scottish Employer of the Year 2017 by Business Insider. Our experienced and enthusiastic staff market and sell properties on behalf of our clients all across Tayside and wider. We have state of the art processes and technology to be able to secure the highest possible price for our clients, in as prompt a time period as possible. Nothing beats excellence in customer service however and our property managers, sales and support staff all work together to deliver the very best service for all our clients. We continually look to improve our client experience to ensure we are always at the top of our game.

About The Job

Main responsibilities:

- Undertake property appraisal/valuation for Estate Agency purposes.
- Provide advice on marketing property and promote the advantages of the firm's services.
- Effective explanation and provision of services to clients.
- Retention of existing clients and securing new clients for the firm.
- Agree marketing plans, prepare properties for marketing and produce suitable marketing materials.
- Assist in the development of the firm's Estate Agency business and related legal services.
- Communicate effectively with existing and potential clients both verbally and by written communication.
- Contribute to the ongoing development of the firm's services and procedures as part of the estate agency team.
- Contribute to the determination of team goals and targets. Plan and prioritise work to secure achievement of these targets/goals.
- Undertake all support tasks necessary to achieve the necessary performance and standard of service including administration tasks and viewings.

Benefits

- Competitive salary
- 26 days annual leave plus 6 public holidays
- Contributory Pension scheme, Death in Service, Employee Health Care Plan, Child Care Vouchers

Hours

- Monday to Friday – 35 hours per week

Interested?

Apply online at www.thorntons-law.co.uk/careers or download and return a completed application form to: HR Department, Thorntons, Whitehall House, 33 Yeaman Shore, Dundee. DD1 4BJ

The closing date for applications is 9am Monday 21 May 2018

