

# Apprentice

*Award winning agent Northwood are on the hunt for an enthusiastic Apprentice Sales & Letting Administrator to join an expanding, thriving and well established lettings and estate. The ideal candidate will be expected to demonstrate excellent customer service skills and confidence in dealing with clients on the phone.*

## Job Description

- Arranging appointments for viewings
- Administering tenant referencing
- Documenting and filing of all property related documents in a timely manner.
- Helping the team with varying day to day tasks with the running of the office.
- Registering new clients on a day to day basis.
- The successful candidate will be an integral part of the office set up and this opportunity provides long term career prospects for the right candidate in sales and lettings.

## Additional information

### Requirements and Prospects

### Qualifications Required

- A- C or 4 - 9 in Maths and English

### Skills Required

- Strong communication skills
- Keen attention to detail
- Competent IT skills
- Confident telephone manner
- Able and willing to follow instructions

### Personal Qualities

- Hardworking
- Well Presented
- Can use own initiative
- Able to work as part of a team

### Future Prospects

- The successful candidate will be an integral part of the office set up and this opportunity provides long term career prospects for the right candidate in sales and lettings. Permanent position for the right candidate within sales and lettings

### Training Provided

- Your full role and responsibilities will be set out by your employer. Northwood will provide you with all of the on-the-job training you need to up-skill in your role, and your 20% off-the-job learning will be incorporated as part of your working day.
- If successful, you will complete a Level 3 Business Administrator apprenticeship programme, delivered through Northwood's dedicated training provider, Realise Training.

### Additional Information

Will ideally live locally and have knowledge of the Warrington Area and will be able to arrange viewings. A busy day would involve the candidate dealing with various aspects of the business.