



GILSONGRAY

LAW • PROPERTY • FINANCE

Vacancy

Property Sales Assistant

Property Sales Assistant

Are you enthusiastic and organised? Do you enjoy multi-tasking and working as part of busy team? Do you have an excellent telephone manner and like using your initiative?

We have an exciting opportunity for an ambitious Property Sales Assistant to join our established estate agency team in the West End of Edinburgh.

To be successful in this varied role, you will be resourceful with a positive attitude, exceptional organisational and administrative skills and an eye for detail. Being true to our company values, we are looking for someone with energy, commitment and the ability not to take yourself too seriously!

You will deal with telephone and email enquiries, assist the team in bringing properties to market and assist with sales. In return, we will give you the support you need to learn the A-Z of estate agency. Previous property experience is preferred but not essential, as we'll provide you with full training.

If you have the passion to work hard and progress your career in property with us, along with having some fun along the way then we would love to hear from you.

Please send your CV and a covering letter to recruitment@gilsongray.co.uk



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