



**GILSON GRAY**

LAW • PROPERTY • FINANCE

# Sales Negotiator

Department: Estate Agency

Location: Edinburgh/North Berwick

Contract type: Full Time, Permanent

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## About Gilson Gray

Gilson Gray's Estate Agency team is part of Gilson Gray's continually growing organisation. Gilson Gray LLP is a comprehensive law firm, offering expert legal, property, and financial services. We support clients throughout their entire lifetime. The team has decades of experience in Estate Agency and provides support to clients on all their queries

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick, Lincoln, and London, we focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have significantly grown the team over the course of the last year. We pride ourselves in looking after our clients personally and providing the upmost standard of service.

This role would be based in our Edinburgh or North Berwick office.

## Our Team

We are looking to hire a highly driven Sales Negotiator to join our successful Estate Agency team.

We are a well-established and proactive estate agency team who takes pride in the service we offer to our clients during what could be a stressful time. We aim to make the process as easy as possible whilst maintaining the high standards our clients expect. Whilst we work in different locations, we very much believe we are one team and with a shared goal.

We are an enthusiastic team that support each other to achieve a great working environment. We value each other's expertise and opinion and pride ourselves in offering an inclusive, enjoyable and motivating place to work.

## The Role

We are looking to further strengthen our current team with the appointment of an experienced candidate.

As a Sales Negotiator at Gilson Gray you'll be responsible for:

- Managing a full caseload of properties on the market for sale, including weekly client updates on sale progress, negotiating offers on their behalf, and delivering exceptional service.
- Dealing with clients from the point of listing through to agreement of offer, building and maintaining the relationship, and understanding their needs and preferences.
- Continually monitoring the sale and suggest marketing initiatives if required Liaising with other solicitors and estate agents
- Meet and exceed sales targets, contributing to the overall success of the team.
- Ensuring the internal system (BDP) is updated frequently.
- Booking in valuations for the valuers, obtaining all relevant details.
- Updating feedback from viewings within 24 hours of the viewing being carried out.
- General administration work including answering phones and providing excellent customer service



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- Engage in referral lead generation, including valuations, Independent Financial Adviser (IFA) services, conveyancing, and Gilson Gray Financial Management (GGFM).

## Required Knowledge and Experience

- An up-to-date knowledge of the property industry
- Previous experience in property sales negotiation
- Experience of working in a fast-paced environment
- Proficiency in all Microsoft packages

## Our ideal candidate would also

- Have excellent social and interpersonal skills dealing with clients.
- Have a professional appearance, be articulate, and have an engaging personality.
- Excellent time management and organisational skills with attention to detail.
- Take pride in producing high-quality, accurate and timely information.
- Show excellent verbal and written communication skills.
- Be confident in dealing with the public face to face and on the telephone.
- Ability to work on own initiative and as part of a team and in a fast-paced industry.
- Deliver exceptional customer service and offer an energetic 'can do' approach.

## Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday inc. Bank Holidays.
- Birthday off
- 3x Death in Service Benefit
- Membership of an occupational pension scheme
- Enhanced Maternity/ Paternity pay
- Wellbeing initiatives and access to an online Health Provider

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at [recruitment@gilsongray.co.uk](mailto:recruitment@gilsongray.co.uk)



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