



## **Sales Administrator (Full Time, Permanent)** - **Sales Department**

Are you a well-organised, detail-oriented individual with a passion for the property industry? Are you seeking a challenging role that combines administrative skills with a keen interest in dealing with the public? Do you want to be part of an ambitious team working within a leading estate agency?

This is an exciting opportunity for someone wanting to get into the property sector, or someone who already has experience in the sector, and wants to further their career. You will be part of the Sales Department, joining our dynamic Bangor & North Down office and helping to contribute to our future growth.

### **Company Overview:**

Pinkertons is a market-leading estate agency with a strong client rating of 4.7/5 on Google reviews. We pride ourselves on our professionalism and dedication, providing a working environment that respects and supports our employees' growth.

### **Position Overview:**

As an Administrator in our Sales Department, your role will be vital in supporting the smooth operation of our services. From managing documentation and coordinating appointments to assisting sellers and purchasers with their home moving journey, you will contribute to maintaining our high service standards at all times.

### **Benefits:**

- Competitive salary and performance-based rewards.
- Further earning opportunities through referrals and incentives.
- Full induction and personal development programme with access to industry-leading resources and training.
- Generous holiday package, including extended time off over the Christmas period.
- Your birthday off after one year of service.
- Career growth, professional development opportunities and qualifications within the property industry.
- Health and wellness benefits, including access to our discounts platform.
- Supportive and collaborative work environment.

### **Responsibilities:**

- Coordinate and schedule property viewings and appointments for the team.
- Book valuations and gather detailed background information on clients' situations.
- Prepare and process sales documentation and related paperwork accurately and efficiently.
- Conduct viewings following company procedures.
- Effectively onboard new clients.
- Collaborate with our Lettings and Property Management Departments to build relationships with investor sellers and buyers.
- Assist purchasers with enquiries, providing exceptional customer service.
- Maintain accurate and up-to-date property listings on various platforms.
- Organise and manage electronic and physical files for easy access.
- Monitor social media platforms and assist with creating content for each.
- Support the department with general administrative tasks such as phone calls, emails, and correspondence.
- Foster a positive and cohesive working environment by collaborating with other departments.
- Conduct all business in alignment with our Vision and Mission.

### **Requirements:**

- Experience in a property environment and familiarity with associated procedures and legislation is advantageous but not mandatory, as we provide full training.
- At least two years' experience in an administrative role, preferably in a customer-facing office environment.
- Excellent organisational and time management skills, with the ability to prioritise effectively.
- Strong attention to detail for accurate document preparation and data entry.
- Exceptional verbal and written communication skills, maintaining a professional and friendly approach.
- Proficiency in MS Office (e.g. Word, Excel, Outlook).
- A solid knowledge and understanding of social media platforms (including TikTok) and confidence in creating videos is essential.
- Ability to work independently and collaboratively within a team-oriented environment.
- A proactive and adaptable mindset to handle multiple tasks and meet deadlines.

- Full UK driving licence and access to a car.
- Ability to thrive in a fast-paced environment.

**Working Hours:**

Monday to Friday: 8:45am to 5.30pm  
One Saturday in four: 9.30am to 12.00pm

**Hiring Process:**

**All information provided will be kept in the strictest of confidence.**

If you are a dedicated and well-organised individual with a passion for property, and you want to contribute to the success of our Sales Department, we want to hear from you!

Please submit your CV to [victoria.pinkerton@pinkertonsni.com](mailto:victoria.pinkerton@pinkertonsni.com).

We look forward to reviewing your application and potentially welcoming you to the Pinkertons Team!

**Closing Date – 3pm Friday 8th March 2024**

Note: Strictly no applications will be accepted after the closing date. Pinkertons reserves the right to enhance the criteria for shortlisting should the need arise. Pinkertons is an equal opportunities employer.

Only shortlisted candidates will be contacted.