

Sales Negotiator Recruitment Pack Symonds Taylor | Newcastle upon Tyne

FULL-TIME ROLE

Sales Negotiator (Full-Time)

Location: Newcastle upon Tyne

Hours: 37 hours per week

About Symonds Taylor

We are an independent estate agency built on relationships, not transactions.

We focus on quality properties, strong service, and a long-term reputation across Jesmond, Gosforth, Heaton, and the surrounding areas of Newcastle upon Tyne. We are growing and expanding into new markets, including the coast.

This role sits at the centre of that growth.

The Role

This is not an entry-level position.

You will take ownership of buyers, viewings, and offers, and play a key role in turning instructions into successful sales outcomes.

You will manage your pipeline, build relationships, and convert opportunities into agreed sales.

What You Will Do

- Manage applicant enquiries and build a strong, active buyer database
 - Arrange and carry out viewings with confidence and purpose
 - Qualify buyers properly and match them to the right properties
 - Negotiate offers between buyers and sellers
 - Support sales progression through to completion
 - Work closely with the team to drive instructions and sales
 - Keep CRM (Street) accurate and up to date
 - Generate business through follow-up, relationships, local activity, and market appraisal opportunities
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How You Will Work

- You are active on the phone, responsive to clients and maintain regular contact
 - You build trust with buyers and sellers
 - You handle conversations, offers and negotiations with confidence
 - You keep sales progressing without unnecessary delays
 - You contribute to winning new instructions, including generating market appraisal opportunities and supporting the process
 - You have a full UK Driver's Licence and use of a car
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What We Are Looking For

- Previous estate agency sales experience is required
 - You have been involved in agreed sales, not just viewings
 - You are confident speaking with clients and handling objections
 - You are organised and able to manage multiple deals at once
 - You want to earn more and improve your performance over time
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What We Offer

- Basic salary: £25,500 to £27,500 depending on experience
- OTE: Competitive and performance-based, discussed at interview
- Commission structure in place after probation
- 25 days annual leave, increasing with service
- Private health insurance after 12 months
- Clear route into senior negotiator or valuing roles

Working pattern: Monday to Friday, with every third Saturday (day off in lieu)
