

Sales Negotiator Recruitment Pack Symonds Taylor | Newcastle upon Tyne

PART-TIME ROLE

Sales Negotiator (Part-Time)

Location: Newcastle upon Tyne

Hours: 22.5 hours per week

About Symonds Taylor

We are an independent estate agency focused on relationships, service, and reputation.

As we grow, we are building a team that can support that growth while maintaining high standards.

The Role

This is a part-time position within the sales team.

You will support the sales process day-to-day while developing your skills across all areas of estate agency.

You will work closely with the full-time negotiator and wider team, helping to keep applicants engaged, viewings active, and sales progressing.

What You Will Do

- Handle incoming enquiries and speak with buyers daily
 - Register applicants and understand their requirements
 - Arrange and carry out property viewings
 - Provide clear feedback to sellers and the team
 - Keep CRM (Street) accurate and up to date
 - Support negotiation and sales progression activity
 - Follow up with applicants to maintain interest and momentum
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What You Will Learn

- How to qualify buyers and match them to a property
- How to conduct effective viewings

- How to handle offers and negotiation conversations
- How to support a sale through to completion

There is opportunity to grow into a full Sales Negotiator role over time based on performance.

Who This Role Could Suit

- Someone returning to work and looking for a part-time role
 - Someone looking to move into the property sector
 - Someone with strong people skills who wants to build a career in sales
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What We Are Looking For

- You are confident speaking with people and building rapport
 - You are organised and able to manage multiple tasks
 - You are comfortable working in a sales environment
 - You are willing to learn and take feedback
 - Estate agency experience is helpful but not essential. We will also consider experienced sales negotiators looking for a part-time role.
 - You have a full UK Driver's Licence and use of a car
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What We Offer

Basic salary: £25,500 to £27,500 pro rata (depending on experience)

OTE: Performance-based over time as skills develop, discussed at interview

Training and support from an experienced team

25 days annual leave pro rata, increasing with service

Private health insurance after 12 months

Opportunity to progress into a full-time role over time

Working pattern: agreed across weekdays, with occasional Saturday cover
