

Office Administrator / Negotiator

We are a firm of Estate Agents and Chartered Surveyors having been established in the UK since 1991. We have recently opened a hub of our operation on the island and are looking for someone with sales and administration experience in order to help us grow.

We require someone to take on a predominantly office based administration role but some experience of sales / negotiation would be a distinct advantage. Computer literacy and a good client facing and telephone manner are essential.

Full training will be given with potential for career progression for the correct applicant.

We are initially looking for someone on a flexible part time basis although this role will hopefully increase in the future but would certainly suit someone looking for a position to work around school hours.

Good basic rates with commission.

Please send CV to jmh@hawkesford.co.uk

Kind Regards

James M Hawkesford MRICS FNAEA FNAVA



The banner features the Hawkesford logo on the left, which consists of a stylized 'H' and 'J' in white and gold, with the word 'HAWKESFORD' in white below it. To the right of the logo, the text 'Contact us' is written in a gold, cursive font. Below this, contact information is listed in white: 'Online hawkesford.co.uk', 'Leamington 01926 430 553', 'Warwick 01926 411 480', 'Southam 01926 811 848', and 'Channel Islands + 44 (0)7781 437 805'. On the right side of the banner, there is an orange button with the text 'ARRANGE A VALUATION' in white. Below the button are four logos: 'The Property Ombudsman' (a white triangle), 'RICS' (a white horse head), 'rightmove find your happy' (a white house icon), and 'OnTheMarket.com' (a white location pin icon).