



## Vacancy View

**Employer** Davis & Gibbs

**Learning Provider** Hackney Community College

### Vacancy Description

Register new tenant enquiries

Update available properties

Source new properties to let and manage

Book and perform viewings

Provide daily feedback and updates to landlords

Negotiate and close deals

Prepare tenancy agreements and other administrative tasks

Manage end of tenancy/start of tenancy process

Deal with maintenance issues and organise relevant tradesmen

### Key Details

**Vacancy Title** Front Office Negotiator

**Employer** Davis & Gibbs

#### Employer Description

Davis and Gibbs are residential estate agents specialising in lettings and sales across South and South West London. Davis and Gibbs have gained a reputation as one of the most innovative and dynamic agents in London. They provide a professional and efficient service and have maintained independent status with modern marketing coupled with old values.

**Web Site** [www.davisandgibbs.com](http://www.davisandgibbs.com)

#### Vacancy Location

Chestnut Grove

London

London

SW12 8JD

**Working Week** Monday, Tuesday, Wednesday and Friday 30 hours  
**Weekly Wage** £ 95.00  
**Number of Vacancies** 1  
**Vacancy Reference Number** VAC000131086

## **Key Dates**

**Closing Date For Applications** 27/01/2012  
**Interview Begin From** 01/02/2012  
**Possible Start Date** 10/02/2012

## **Training**

### **Training to be Provided**

NVQ 2 Customer Service

Technical Certificate

Functional Skills: English and Maths

**Learning Provider** Hackney Community College

**Learning Provider Description** Situated in the heart of Hoxton, we're easy to get to. There are several main bus routes you can use. We're just a ten minute walk from Old Street and 15 minutes from Liverpool Street. Also, we are a five minute walk away from the new Hoxton station which is on the East London Line. Our spacious Shoreditch campus provides you with a secure and lively environment to study in. Classrooms and workshops are built around a large courtyard and landscaped gardens with eating areas for those warm sunny days.

**Contact Details** [iparsonage@hackney.ac.uk](mailto:iparsonage@hackney.ac.uk) 0207-613-9379

**Vacancy Type** Intermediate Level Apprenticeship

**Apprenticeship Framework** Customer Service (CFA)

This Learning Provider does not yet have a sector success rate for this type of apprenticeship training.

**Expected Duration** 9 - 12 months

### **Skills Required**

Experience of dealing with the public desirable

Excellent telephone manner

IT Literate

Driving license desirable

### **Qualifications Required**

English and Maths Level 1

## **Personal Qualities**

Well organised

Able to use own initiative

Team player

Motivated and hardworking

Loyal and honest

## **Important Other Information**

Expenses and travel payable.

Commission scheme

You could be located in the Balham or Oval office

## **Future Prospects**

Possibility of being taken on permanently after successful completion of apprenticeship

## **Reality Check**

You will be working in a pressurised environment and will have to multi-task

**Employer Name** Davis & Gibbs **Contact Name (For Support Use)**

Lynn Parsonage **Application Method** Apprenticeship **Sector**

Business, Administration and Law **Vacancy Short Description** You will provide a front line service, dealing with residential letting and sales enquiries.

## **Additional Application Form Question - 1**

How will working for Davis and Gibbs benefit you?

## **Additional Application Form Question - 2**

Why would I employ you over everyone else?