**Apprentice Business Administrator in Property Lettings/Sales (West Malling, Kent)**

**REF: KHWM**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)**

**Annual wage - £12,979.20**

**Working week - Monday - Friday, shifts to be confirmed. (39 hours a week)**

**What will the apprentice be doing?**

***A remarkable opportunity for someone that wants to be involved within the property industry to join an expanding, thriving estate agent. Duties will include booking property viewings, co-ordinating property move ins, dealing with enquiries and dealing with clients face to face and on the telephone.***

* What will the apprentice be doing?
* Sales and marketing
* Registering applicants, booking appointments for viewings
* Liaising and dealing with clients/queries
* Sending and responding to emails
* Managing files
* Answering phone
* Tenant referencing
* Filing
* Managing inbox
* Ensuring all properties are marketed consistently
* Preparing tenancy agreements and other paperwork
* Leafleting
* Data entry
* Carrying out basic property research
* Assisting sales team members
* Diary management
* General administrative duties
* Provide excellent customer service

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Business Administration Apprenticeship Standard Level 3 Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

The potential for the right candidate to become a permanent member of the team once their qualification has been completed

**Desired skills and personal qualities**

* Communication skills
* Organisation skills
* Customer care skills
* Problem solving skills
* Administrative skills
* Team working
* Initiative
* Full Driving licence desired
* Good level spoken English
* Good telephone manner
* Team worker
* Enthusiasm and common sense
* Personable

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable

**Things to consider**

Full driving licence required due to viewings and inspections.

**About the employer**

We are a truly independent estate agency which is owned and managed by local, experienced and enthusiastic property professionals. Our staff are knowledgeable and very easy to talk to so whether we are helping you buy, sell or let we are committed to supporting you from beginning to end.