

## **THE COMPANY**

We are a boutique “one stop” property and legal business. Estate agency, conveyancing and mortgages under one roof. Personal service is what we are about. Our Edinburgh West End office is a prominent corner site with estate agency displays. We have 10 experienced staff, the latest computer technology and a commitment to quality.

## **THE JOB SPECIFICATION**

### **“OUT OF HOURS MANAGER”**

Our standard hours are Monday to Friday 9am to 5 pm. There is a demand for weekend and some evening services. We want to meet this and develop new business.

The successful applicant should have the following experience and aptitude:

- Proven sales marketing and business development background. Simply opening the office and expecting business to come is not an option. You must be able to market the new service and generate enough interest among house buyers and sellers. We want to speak to people who want advice out of hours e.g. want to sort out a fast offer for Monday morning, arrange a mortgage, get a quote for costs or chat about buying or selling. You should also be able to organise special evenings or weekends or evenings for eg mortgages , first time buyers, wills.
- Knowledge of the Edinburgh property market: Essential.
- Experience of buying and selling property. Also essential.

## **STAFF**

Initially it would only be one person but if it develops successfully an admin Assistant might be considered.

## **HOURS**

By arrangement but minimum Saturday and Sunday 10 to 4 and Thursday 5 to 7. There might also be further marketing hours.

## **SALARY AND INCENTIVES**

BASIC HOURLY RATE £15 PLUS GENEROUS INCENTIVES FOR BUSINESS YOU WIN.

## **APPLICATION FORM**

1. Name
2. Address
3. Tel nos and email address
4. D of B
5. Qualifications
6. What experience do you have for the Job Specification? Please refer to items 1 2 and 3 of the Job Specification.
7. Look at our web site and tell us briefly how you think you can promote Boyd Property and win business.

Please attach recent employment record and photograph and CV pdf..

Email completed application to: [peter@boyd-property.com](mailto:peter@boyd-property.com)

If you want to discuss further please call Partner Peter Boyd on 01312267464.