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**The Role: Residential Sales Negotiator**

**Department: Residential Sales**

**Location: Ballsbridge**

**The Company:**

Lisney Sotheby’s International Realty is the premier luxury residential agency in the Irish property market. Our proprietary network has 26,400 advisors working in 1,100 local offices across 83 countries and territories, making Lisney Sotheby’s International Realty a truly global brand.

The Sotheby’s International Realty brand is built on the centuries-long prestige of the world’s preeminent auction house. Sotheby’s history and our unmatched reputation give our listings the best-in-class exposure they deserve and assures buyers they are working with a trusted partner.

**What You Can Expect from Us:**

You will be joining a supportive, collaborative and inclusive culture. We are driven by our core values to be the best, think big, demonstrate integrity and prioritise our clients. Our team are handpicked for their creative thinking & talent. We are passionate and deliver results.

We recognise our people are our most valuable asset, and our benefits scheme and employee development opportunities are our commitment to you and your career with us.

If you chose to join Lisney, we offer personal support, a competitive salary and a fantastic benefits package.

**The Role:**

We are looking for an enthusiastic, motivated Residential Sales Negotiator to join our Residential Sales team in Ballsbridge. This is a fantastic opportunity to work for a premium, professional Real Estate Company.

**Roles and Responsibilities:**

* Liaising with vendors regarding potential property instructions and sales progression
* Actively involved in the sale of properties to meet office targets and Business Development
* Responsible making/confirming all appointments and inspections, Liaising with buyers and solicitors.
* Involved with Valuation/Appraisals
* File Management System, diary maintenance, Attending all residential meetings.
* Filing and general compliance – BERs, signed Terms & Conditions, money laundering documentation.
* Attending and participating in all residential meetings
* Evening & Saturday Viewings
* Compile brochures and advertising materials where the details to be included are provided by a licensee and the final proof signed off by the licensee
* Provide brochures and marketing material to prospective buyers, material provided by a licensee or any other third party
* Inform prospective buyers of how they can make an offer
* Following up on viewings maintaining a KPI of 24hours
* Follow up on applicants within Reapit system & manage applicants
* Providing excellent level of customer service
* Taking inbound/making outbound calls, dealing with email enquiries
* Responsible for front of office duties including meet and greet/liaising with potential clients who call into the office
* Confirm all appointments & inspections with negotiators and vendors if necessary
* Update and maintain house List and collate same for distribution
* Customer care responsibilities and administrative responsibilities

**The ideal candidate will have the following skills:**

* Min. 2 to 5 years previous experience within residential sales /Industry experience/sales
* Must hold a PSRA licence /eligible to obtain a PSRA licence
* Must have a full driving license and vehicle
* Available for evening & Saturday viewings
* First-rate customer services skills with an outstanding ability to liaise with vendors and buyers
* A keen interest in residential sales
* A positive attitude towards their work
* Willingness to work as part of an interactive team
* An ability to build and maintain good networks internally and externally
* Demonstrate excellent communication both verbal and written skills and hold excellent interpersonal skills
* Possess self-management skills and the motivation to efficiently plan and organise their own work time
* Assess priorities within their own work area
* Handles routine work with limited supervision

**How to apply:**

Please send your updated CV and Cover letter to Human Resources at [careers@lisney.com](mailto:careers@lisney.com). Please reference LIS/ResidentialNegotiator122024.

We thank all candidates interested in working for Lisney, however only successful candidates who will be selected to commence our recruitment process will be contacted.

Lisney is an equal opportunity employer. We thank all candidates for your interest in working for Lisney.