



Careers Education



Aspire | Challenge | Achieve

JOB

OF THE WEEK

Our Job of the week this week is
Estate Agent



Job of the Week – Estate Agent

WHAT YOU DO

In this role you could:

- visit sellers and landlords to value properties
- communicate regularly with potential buyers and tenants to share details of properties that meet their requirements
- arrange viewing appointments and show properties to buyers or renters
- get feedback on viewings
- negotiate between buyers and sellers
- generate sales leads for mortgages and conveyancing
- deal in person, on the telephone and through email with solicitors, financial advisers and surveyors
- manage auction sales
- work to meet sales targets
- update computer records

SKILLS REQUIRED

You will need:

- customer service skills
- the ability to sell products and services
- the ability to work on your own
- to be thorough and pay attention to detail
- persistence and determination
- patience and the ability to remain calm in stressful situations
- the ability to accept criticism and work well under pressure
- excellent verbal communication skills
- to be confident with a PC and the main software packages
- full driving licence

WHAT YOU WEAR

Your attire will be smart as you are in a face-to-face customer service/ sales roles with the public at all times



WORKING CONDITIONS

You will usually be based in an office and will be required to visit your clients' homes to carry out viewings. If you are a selling new homes, you may be based on a building site. Offices are usually clean, modern and tidy

WORKING HOURS

35—40

Evenings and some weekends

ANNUAL LEAVE

Usually the standard 27 days plus bank holidays unless self-employed



ANNUAL INCOME

£15,000- £40,000



EDUCATION & EXPERIENCE

University

You could take a foundation degree, higher national diploma or degree in Business Studies, Civil and Structural Engineering, Estate Management, Property Development or Management, Surveying, Urban and Land studies

Entry requirements

You will usually need 1 or 2 A levels, or equivalent, for a foundation degree or higher national diploma; 2 to 3 A levels, or equivalent, for a degree

Work

You may be able to start as a Trainee Sales Negotiator or an Administrator in Estate Agency and work your way up. Local knowledge of the area where you'll be working would be an advantage

Apprenticeship

Some estate agents offer an intermediate apprenticeship as a Junior Estate Agent

Entry requirements

You'll usually need some GCSEs, usually including English and maths, or equivalent, for an apprenticeship

Additional information

Estate agents often work on commission which means that you have a basic salary and also earn a percentage of the sale or rental price of any property you sell or rent. You might start on a guaranteed salary for a few months and then move to a commission based salary. You may also have the chance to add to your earnings through bonuses linked to meeting individual or company sales targets.



Labour Market Information

In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'

Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.

Estate agents and auctioneers		Property, housing and estate managers		Sales and retail assistants	
Weekly Pay £490	Annual Pay £25,480	Weekly Pay £960	Annual Pay £49,920	Weekly Pay £330	Annual Pay £17,160
Hours/Week 36h	Hourly Pay £14	Hours/Week 49h	Hourly Pay £20	Hours/Week 32h	Hourly Pay £10
Workforce Change (projected)		Workforce Change (projected)		Workforce Change (projected)	
Growth 5%	Replacement 49.8%	Growth 3.6%	Replacement 69.2%	Contraction -2.6%	Replacement 62.1%
The workforce is projected to grow by 5% over the period to 2027, creating 2,900 jobs. In the same period, 49.8% of the workforce is projected to retire, creating 28,700 job openings.		The workforce is projected to grow by 3.6% over the period to 2027, creating 7,100 jobs. In the same period, 69.2% of the workforce is projected to retire, creating 135,300 job openings.		The workforce is projected to contract by -2.6% over the period to 2027, losing 33,900 jobs. In the same period, 62.1% of the workforce is projected to retire, creating 799,700 job openings.	
You might find this job in Real estate Services to buildings Office admin.		You might find this job in Real estate Services to buildings Retail trade Education Accommodation		You might find this job in Retail trade Wholesale trade Food & beverage services Sale of motor vehicles Accommodation	
More info	Clear card	More info	Clear card	More info	Clear card

Estate agents and auctioneers

Estate agents and auctioneers arrange for the valuation, sale, purchase, rental and leasing of property on behalf of clients.

Common tasks in this job:

- discusses client's requirements and may advise client on the purchase of property and land for investment and other purposes;
- conducts or arranges for structural surveys of properties and undertakes any necessary valuations of property or agricultural land;
- advises vendors and purchasers on market prices of property, accompanies clients to view property;
- markets the property on behalf of the vendor, prepares written information and press advertisements;

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Property, housing and estate managers

Job holders within this unit group manage shopping centres, residential areas and private estates, and arrange for the sale, purchase, rental and leasing of property on behalf of clients and employers.

Common tasks in this job:

- determines staffing, financial, material and other short- and long-term requirements;
- manages general upkeep, maintenance and security of the estate's amenities;
- makes sure that the amenities meet health and safety standards and legal requirements;
- advises on energy efficiency;

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Sales and retail assistants

Sales and retail assistants demonstrate and sell a variety of goods and services in shops, stores, showrooms and similar establishments.

Common tasks in this job:

- discusses customer requirements, including type and price range of goods/services desired;
- advises customer on selection, purchase, use and care of merchandise and quotes prices, discounts and delivery times;
- advises customer making major purchase on credit terms and arranges finance as appropriate;
- receives full or partial payment, checks validity of form of payment, writes or prints bill, receipt or docket and packages merchandise for customer;

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To compare the Labour Market Information of different job roles that you might be interested in please visit the Careers section on the school website.

JOB OF THE WEEK

Discover more about Estate Agency opportunities with these videos:

A day in the life of an Estate Agent



<https://www.youtube.com/watch?v=lsnACY-EqCM>

Real Estate student at
Sheffield Hallam University



<https://www.youtube.com/watch?v=8Mcv41ray3g>

How to become an Estate Agent



<https://www.youtube.com/watch?v=3BnnSqu4lVE>

Property Management



<https://www.youtube.com/watch?v=IZ0aGiaRwpE>

A day in the life of a
Lettings Negotiator



<https://www.youtube.com/watch?v=7vTngRxzXqk>

Real Estate and Property
Management at Salford



<https://www.youtube.com/watch?v=xmx4XPYMXKU>

JOB

OF THE WEEK

Click on the website links to research the job role further:

[Estate agent | Explore careers | National Careers Service](#)

[Property, Housing and Estate Managers courses | UCAS](#)

[How To Become an Estate Agent | Indeed.com UK](#)

[Latest vacancies from Longhurst Group | Longhurst Group | \(longhurst-group.org.uk\)](#)

[A Career in Estate Agency - Is It For You? \(propertypersonnel.co.uk\)](#)