



# Chancellors

The key to a successful  
property career



Best Independent  
Estate Agency  
The Home Sale  
Network Awards



Daily Mail  
UK PROPERTY  
AWARDS 2006  
★★★★★  
BEST UK  
ESTATE AGENCY  
Awards & England





## Careers Brochure

### Contents

- The Company
- We are a professional organisation
- The formula for continued success
- The training ethos is part of our culture
- Career Opportunities



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## Careers Brochure

### The Company

The Chancellors Group of Estate Agents Limited is one of the country's leading independent Estate Agents with 50 networked offices in Southern England and Wales.

These comprise Chancellors offices in the Home Counties and Oxfordshire, Anscombe & Ringland offices in London and Middlesex and Russell Baldwin & Bright offices in Herefordshire and Mid Wales.

With 190 years experience of the property sector, we are a company committed to combining the latest in IT solutions and marketing expertise with the traditional values of customer service.

### We are a professional organisation

We abide by and follow a strict code of conduct laid down by the leading property organisations, which we are proud to be part of and are members of a number of professional bodies. This professionalism is reflected in how we work and how our clients perceive us. Many of our clients return time and time again.

### The formula for continued success

We understand and are experts in the residential sales and lettings market. We are quick to recognise and respond to changing market needs. Our underlying philosophy is to ensure that we provide our staff with the right tools in order to do their jobs, be successful and fulfill their career aspirations whatever the market.

Our company systems and operational methods lead the industry, these tried and tested systems enable our staff to get the best results, efficiently. We are proud to be at the leading edge of IT technology. Our IT department has been instrumental in allowing us to quickly change and adapt our marketing approach.

We continually update our marketing proposition to ensure its competitiveness and effectiveness. We take on board suggestions from our staff who are our experts in the market place and develop marketing tools that will work in their market place for their clients.

We are proud of our reputation. If you are looking for a dynamic, professional company, which recognises that the key to success is through its staff, look no further.



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Anscombe & Ringland



Association of Residential Letting Agents



Approved code



HOME  
SALE  
NETWORK



We need self-starters with excellent sales and customer services skills who are looking for long-term career development and have their sights set firmly on success.

We will provide you with the chance to succeed. It is your responsibility to make the most of the opportunity.

Our professionalism ensures we attract and keep the best trained and motivated staff. This, together with our extensive network of local offices and strong local reputation, ensures we are the First Choice Estate Agents.

### **The training ethos is part of our culture**

The training we offer at Chancellors is one of the many reasons why people join our organisation. We invest in our people and enable them to make the most of their potential.

Our aim is to train and develop our people to be property experts that our clients can trust and be confident of receiving an excellent and effective service.

We take training very seriously. We organise regular training covering all areas of the property market. This includes sales, lettings and property management knowledge training, selling skills, the impact of legislation on our industry, and system user skills.

On joining our organisation your Manager will oversee a structured in-office training programme designed to ensure that each new staff member has the skills to implement the procedures and knowledge required for the job, with further ongoing training at Head Office and other locations.

Staff new to residential sales or lettings will be given a development log. This enables you to have regular reviews with your manager to discuss your strengths, areas of development and areas you are going to focus on. All staff have targets to work to, weekly reviews and monthly reviews which focus on how you are performing against agreed targets and agreeing how you can develop further.

### **Career Opportunities**

Many people join as trainee negotiators/graduates and progress quickly to negotiators, senior negotiator and branch manager. As you progress you take on more responsibility and expand your role and contribution. We will always have opportunities for people who deliver results and have their sights set firmly on success.

Progression in Chancellors is totally dependent upon you, the results you deliver, your drive and determination, your understanding of the business and the way you maximize your opportunities.





## How to Apply

We welcome applications from all sections of the community. Previous experience is for most branches not required. Sales and customer services experience is however important.

Our normal recruitment process is:

- 1) Email your C.V with a covering letter explaining why you wish to join Chancellors and your preferred geographical work location to [careers@chancellors.co.uk](mailto:careers@chancellors.co.uk)
- 2) A structured telephone interview with a member of the HR team which focuses on the essential skills needed to undertake the role you have applied for
- 3) Successful candidates will then be invited a final interview(s). Consideration will be given to candidates who have special requirements.
- 4) You will always be advised of whether you have been successful, normally within a few days



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