

## POSITION:

# FRONT OF HOUSE (PART TIME)

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MURRAY & CURRIE  
PROPERTY

Exciting opportunity to join the **Front of House** team at Edinburgh's most friendly and exciting Estate Agency.

We want to meet an individual who would like to work 3 days per week between the hours of 09:00 and 17:30.

The front of house is arguably the most important part of our business. It's where first impressions are made, relationships started and an opinion of our business formed.

For anyone wishing to discuss this opportunity they must have the following key skills.

### KEY SKILLS

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- Positive
- Friendly
- Warm
- Enthusiastic
- Passionate
- Excellent telephone skills
- Excellent at communicating
- Committed to delivering exceptional service levels

### KEY ACTIVITIES

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- Answering the telephone
- Responding to email enquiries for sales and lettings
- Ensuring all window marketing is up to date and accurate
- Logging keys in and out
- Ensuring the front office is immaculate in its presentation
- Greeting guests for meetings

### TO APPLY

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Please contact [steven@murrayandcurrie.com](mailto:steven@murrayandcurrie.com) to find out more.

All applications will be treated with the strictest of confidence.