

JOB SPECIFICATION - PROPERTY SOURCER

LOCATION – COLCHESTER OFFICE, COVERING ESSEX AND SOUTH SUFFOLK

We are seeking a proactive and motivated Property Sourcer to join our growing business. In this role, you will be responsible for identifying and securing high-quality properties to expand our clients' portfolios, supporting clients with their property needs, and contributing to the overall growth of our business. This position requires a combination of market knowledge, negotiation skills, and relationship-building expertise.

KEY RESPONSIBILITIES

Property Acquisition

- Identify and source residential and commercial properties suitable for sale or rental.
- Conduct thorough market research to identify new opportunities and trends.
- Build and maintain a pipeline of properties in high-demand areas.

On & Off Market Sales

- Identify opportunities for landlords to engage with On and Off Market Service.
- Carry out market appraisals for off market instructions, and prepare necessary marketing and onboarding requirements ensuring ongoing compliance as per company policy.
- Work closely with marketing/admin and company estate and letting agents.
- Effective management of funnel leads via prospecting CRM.

Client Engagement

- Develop and nurture relationships with property owners, landlords, and developers.
- Negotiate property terms and prices to ensure optimal outcomes for clients and the business.
- Act as a point of contact for property vendors, ensuring a seamless and professional experience.
- Attend regular networking sessions to secure new contacts and leads.
- Establish relations with accountants/solicitors and other professional bodies.

Market Knowledge

- Stay up to date with local and national property market trends, legislation, and regulations.
- Monitor competitor activity and identify gaps in the market.

Collaboration



BOYDENS

Built on service and trust

- Work closely with estate agents, letting agents, and the wider team to align sourcing strategies with business goals.
- Provide insights and updates to colleagues regarding market conditions and property availability.

Administration

- Ensure all properties meet compliance and legal requirements.
- Maintain accurate records of sourced properties and associated agreements.
- Ensure ongoing personal development through regular training and self-development activities.

Essential Skills and Experience

- Proven experience in property sourcing, real estate, or a related field.
- Strong understanding of the UK property market, particularly in Essex & Suffolk.
- Excellent negotiation and communication skills.
- Ability to build and maintain strong professional relationships.
- Proficiency in using property management software and online platforms.
- Self-motivated, target-driven, and capable of working independently.

Desirable Skills

- Previous experience in an estate agency or property investment environment.
- Existing network of contacts in the property industry.
- Knowledge of property regulations and compliance requirements.