



22 High Street
Menai Bridge
Isle of Anglesey
LL59 5EE
Tel: 01248 714567
Email: info@lucasestateagents.com
Web: www.lucasestateagents.com

Job Vacancy

Temporary Part- Time Sales Assistant

Including Saturdays And Weekdays

Required For Admin & Viewings

Must Be 18 or Over And Have Full Clean Driving
Licence & Own Vehicle

Please Call Lucas Estate Agents- 01248 714567 or
email info@lucasestateagents.com



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Minimum 4 month position
With possibility to extend
Minimum 10 hours per week
Hours can vary depending on number of requested viewings per week
(Possibility of Sunday viewings also)

Basic admin tasks within office include:
Answering phone, arranging appointments, dealing with customers in office, registering buyer's details on to a database, sending out property information sheets.
Meeting and greeting customers
Basic cleaning duties and making tea & Coffee