Would you like an interesting, challenging and fun job working for Edinburgh’s best short term letting company Dickins? Yes! Great, because we are currently looking for a **Sales and Guest Relations Manager.** We were established 20 years ago and let lovely homes in Edinburgh on a short term basis from our office on Dundas Street. We have an excellent reputation and pride ourselves on our care and high standards.

We think that this is one of the loveliest sales jobs in Edinburgh. Our **Sales and Guest Relations Manager** not only has a great range of wonderful homes to sell, but they are supported by an excellent team in the office who are great at their jobs and we are also very active on social media, letting the world know what a fabulous place Edinburgh is.

You’re a people person with energy and enthusiasm. You’ll know Edinburgh well and love wonderful homes. You’ll be positive and confident and have a proven track record of achieving sales results. You’re well connected. You’ll have the ability, experience and desire to build and nurture long term relationships. You’ll get people. You’ll understand what they need so you can match them with their perfect home from home.

You’ll be polite and friendly. Customer care and service is key in this role. You’ll be working with a variety of people including international guests, so your communication will be adaptable. If you can speak any other languages it would be helpful but not essential. You’ll have the maturity to communicate well with a broad range of personalities. You’ll want to make sure that our guests have the best possible stay and you’ll go the extra mile to ensure that happens so guests want to return.

Ours is a busy environment and you’ll be a can-do person who’ll always find solutions not problems. This is an environment where there’s no room for error, so this role requires exacting attention to detail. You’ll share ideas about customer needs, problems, competitive ideas, new markets and services.

We are a small team with big ideas. As we are a small team, you’ll need to be flexible as the role will also involve other day to day duties related to the business. At Dickins it is rare for two days to feel the same and working for us provides an enjoyable and varied working environment. Dickins is a busy, happy, friendly office where a sense of humour is appreciated, the hard work of staff is rewarded and where ideas and input from the team are valued and encouraged.

This job will be based at our office at 17 Dundas Street, Edinburgh. It’s a full time role and we’d like it to start in June. The salary will be based on experience.

To apply for this job, please email your CV to our Managing Director Louise at [louise@dickins.co.uk](mailto:louise@dickins.co.uk) Please also make a video letting us know why this job appeals to you, upload it to You Tube and send us a link. An application without a video will not be considered.