

Job Description - New Homes Sales Specialist

ROLE AND RESPONSIBILITIES

We have an exciting opportunity for someone to take on the role of New Homes Sales Specialist in our New Homes Department. The successful candidate must have a proven track record in an Estate Agency role or very similar, portraying the attributes required to assist in the day to day running of a busy office whilst bringing in new ideas to develop what is already a well-established brand. With plans for the company to grow and open additional offices, this role will provide an excellent opportunity for future career development in the near future.

The role will cover a number of aspects and include the following activities:

- **Organisation:** A busy office requires everyone working towards the same goal and at times this will require assistance to ensure the best outcome is always achieved. Meetings will be regularly chaired by this by the New Homes Sales Manager and your input will be crucial.
- **Sell, Sell, Sell:** You will need to educate yourself on the different services/specification available on each of the sites to sell the benefits to the clients.
- **Negotiator:** Properties do not simply sell themselves, you need to master the art of negotiation to ensure all parties are satisfied.
- **Admin expert:** A close handle on all things admin to ensure the department is squeaky clean, we operate with a number of checklists that streamline processes.
- **Events organiser:** Assisting in organising and attending events to increase interest in our developments & to attract other developers.
- **Team player:** Working together so the department does well. Constantly on top of the numbers knowing the position of the office at all time.
- **High performer:** Your performance should wow clients, you should have your own following of clients that want to deal with you. Always speeding to the phone, keen to do the deal.
- **Regular communications with clients:** It is imperative that our clients are kept up to date with all activity regarding their property. In your role you would ensure that these conversations are happening at the most relevant times (before the client rings for an update).
- **Sales progressor:** We get paid when they get paid so you will look to push deals over line by assisting our in-house sales progressors.

If you tick some of these boxes, training will be provided regularly.

Reporting and providing support to:

New Homes Sales Manager

Salary:

Provided separately

Hours:

Week 1: Monday – Friday 8.30 – 5.30 & Saturday 9.00 – 3:30

Week 2: Monday – Friday 8.30 – 5.30