

JOB DESCRIPTION

JOB TITLE:

NEW HOMES SALES NEGOTIATOR

REPORTING TO:

NEW HOMES SALES MANAGER

OBJECTIVE:

To negotiate and administer sales across the organisation and support the New Homes function.

MAIN DUTIES

1. Handling customer enquiries and utilise a variety of marketing material from brochures, site plans and architect drawings.
2. Carry out market research in relation to competitors pricing, location of amenities and generally familiarising yourself with all the Town has to offer purchasers.
3. Build confidence with potential purchasers with a view to securing reservations.
4. Create and manage a database of customer enquiries.
5. Maintain effective systems and procedures and ensure continuity of quality, presentation and style.
6. Liaise with developer and site personnel to ensure cooperative and positive relationship.
7. Maintain sales viewing diary, arranging viewings and collating feedback for the client.
8. Dealing with the receipt of offers, checking validity, collection of information for preparation of Notification of Sales.
9. Negotiate and agree sale between vendor and potential buyer in conjunction with your Line Manager.
10. Maintaining up to date records on progress of sales, preparation of the weekly pipeline record.
11. Maintaining regular client/applicant contact.
12. Collate information and preparation of sales weekly reports and ensure prompt completion.
13. Ensure site presentation is kept at an excellent standard and report any issues promptly.
14. Assist in event management in conjunction with your Line Manager.
15. Property file maintenance.
16. Maintenance of the Mailing List Database.
17. Advise potential buyers with suitable properties.
18. Management of key cupboard and release of property keys.
19. Deputise for colleagues within the department as necessary.



- 20. Ensure a concern for excellence is evident in all materials/documentation produced and all other supported activities.
- 21. Responsibility for ensuring the Marketing Suite is open and operational for opening hours.
- 22. Meet and greet clients.

GENERAL DUTIES

- 1. Operate within the Company’s policies, procedures and systems.
- 2. Plan to optimise the achievement of results by showing concern for excellence.
- 3. Project a positive image of oneself and the company to others.
- 4. Attend and contribute to meetings as necessary.
- 5. Ensure and maintain a strong customer service focus.
- 6. Liaise with external agencies (including clients, suppliers etc.) as necessary.
- 7. Recommend, monitor and control the use of resources.
- 8. Actively participate in continued personal training and development activities to meet Company requirements.
- 9. Assist in other departments/areas of the business as and when required.
- 10. Operate within the site’s Health and Safety policies and procedures.

Signed:.....

Print:.....

Date:.....