

PERSON/JOB SPECIFICATION

Job Title	New Homes Sales Negotiator
Department	Sales
Location	Marketing Suite - Various Sites/Developments in Shropshire
No. of Positions	3
Term	<p>See different vacancies:</p> <ol style="list-style-type: none"> 1. Part Time – Saturday and Sunday - 2 days per week -12 hours per week. 2. Part Time -- Friday to Monday – 4 days per week - 24 hours per week. 3. Part Time -- Thursday to Monday – 5 days per week– 30 hours per week. <p>Permanent with an initial six month probationary period</p>
Salary Band	£9.00 to £10.50 (Depending on experience)
Responsibilities	To negotiate and administer sales across the organisation and support the New Homes function across various sites and developments.
Terms and Conditions	<p>Hours of employment as per vacancy:</p> <ol style="list-style-type: none"> 1. Saturday and Sunday 11.00am to 5.00pm. – 12 hours per week 2. Friday, Saturday, Sunday and Monday 11.00am to 5.00pm – 24 hours per week 3. Thursday, Friday, Saturday, Sunday and Monday 11.00am to 5.00pm – 30 hours per week <p>Training: Initial six months training and continuous professional development.</p> <p>Initial probationary period of six months:</p> <p>Holidays: 5.6 weeks (this includes Bank Holiday)</p>

	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Having worked in an office environment. Admin experience. 	<ul style="list-style-type: none"> • Previous experience in similar role.
Skills	<ul style="list-style-type: none"> • Self-starter • Good administrative skills • Good organisation skills • Excellent communication skills • Excellent interpersonal skills • Excellent time management skills • Driver with access to a car 	
Knowledge	<ul style="list-style-type: none"> • IT literate 	
Characterises	<ul style="list-style-type: none"> • Self motivated – self starter • Methodical • Dynamic • Assertive • Target driven • Flexible approach • Reliable • Concern for excellence • Enthusiastic • Good sense of humour 	

Application Process/ How to apply	<p>Curriculum vitae together with covering letter sent to:</p> <p>Patricia Baila Monks Estate & Letting Agents 2 Shoplatch Shrewsbury Shropshire SY1 1HL</p> <p>Or email patricia.baila@monks.co.uk or judy.bourne@monks.co.uk</p>
Job Posted	15 th December 2017
Closing Date	<p>26th January 2018</p> <p>Only candidates selected for an interview will be contacted.</p>