

## JOB DESCRIPTION

**JOB TITLE:**

**SALES NEGOTIATOR**

**REPORTING TO:**

**SALES MANAGER**

**OBJECTIVE:**

**To effectively and efficiently service and administer sales' clients.**

**To assist with the day to day running of the Sales Department.**

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### MAIN DUTIES

#### 1. SALES DEPARTMENT

##### General

1. Conduct property valuations and carry out 'property measure ups' when required.
2. Research, develop and compile valuations as required for new, current and potential clients and partner organisations
3. Preparation of sales particulars, in conjunction with the Valuer, checking of background details and emailing relevant applicants when necessary
4. Collation of property photographs, floor plans, creation of window cards and printing of in-house details
5. Collation of property adverts for different publications and meeting of advertising deadlines
6. Responsibility for alterations and amendments to sales particulars and advertising
7. Follow current Money Laundering Regulations Policies and Procedures
8. Website administration, installations, amendments and removals.
9. Property file maintenance
10. Management of sales viewings and Valuer's diary
11. Administration in support of the Valuer's role
12. Completion of all relevant Sales Checklists
13. Maintenance of the Mailing List Database
14. Meet and greet clients
15. Advise potential buyers with suitable properties
16. Management of key cupboard and release of property keys

##### Sales Negotiation

1. Maintain sales viewing diary, arranging viewings and collating feedback for the client.
2. Responsible for dealing with the receipt of offers, checking validity, collection of information for preparation of Notification of Sales

- 3. Responsible for agreeing sale between vendor and potential buyer
- 5. Responsible for collating feedback from viewings and inform vendors of feedback
- 6. Responsible for completion of the Contracts Exchanged Checklists
- 7. Responsible for managing the Sales Pipeline and keep accurate records
- 8. Maintaining regular vendor contact
- 9. Collate information and preparation of sales weekly reports when required
- 10. Advise clients on types of contracts, fees, marketing strategy and market situation when required

**GENERAL**

- 1. To ensure the achievement of targets in line with the budget.
- 2. Provide general word-processing/secretarial duties ensuring accuracy and quality are maintained and deadlines met.
- 3. Deputise for colleagues within the department as necessary.
- 4. Provide support for Reception/front desk cover (inc all associated tasks/responsibilities) as necessary.
- 5. Ensure a concern for excellence is evident in all materials/documentation produced and all other supported activities.
- 6. Ensuring that main switch board is switched over to relevant function at both ends of the day.
- 7. Responsibility for ensuring the office is open and operational for opening hours.
- 8. To ensure that the expectations of all clients are exceeded.
- 9. General filing, administration duties, collating/compiling of documents and photocopying as necessary.
- 10. Operate within the Company’s policies, procedures and systems.
- 11. Plan to optimise the achievement of results by showing concern for excellence.
- 12. Project a positive image of oneself and the Company to others.
- 13. Attend and contribute to meetings as necessary.
- 14. Ensure and maintain a strong customer service focus.
- 15. Liaise with external agencies (including clients, suppliers etc.) as necessary.
- 16. Recommend, monitor and control the use of resources.
- 17. Actively participate in continued personal training and development activities to meet Company requirements.
- 18. Assist in other departments/areas of the business as and when required.

**Signed:**.....

**Print:**.....

**Date:**.....