



MONKS

JOB DESCRIPTION

JOB TITLE:**SALES NEGOTIATOR****REPORTING TO:****SALES MANAGER****OBJECTIVE:**

To develop daily business opportunities, to effectively service and administer sales' clients and purchasers and assist with all the aspects of the sales process.

MAIN DUTIES

General

1. Conduct property viewings, 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, creation of window cards and printing of in-house details when required
5. Responsibility for alterations and amendments to sales particulars and advertising when required
6. Follow current Anti Money Laundering Regulations Policies and Procedures
7. Property file maintenance
8. Administration in support of the Valuer's role
9. Completion of all relevant Sales Checklists
10. Maintenance of the Mailing List Database
11. Meet and greet clients
12. Advise potential buyers with suitable properties
13. Management of key cupboard and release of property keys
14. Ensure the achievement of targets in line with the budget.
15. Ensure referral targets are met on a monthly basis
16. Work in accordance with the Company Values

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



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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 DUTIES

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

Signed:.....

Print:.....

Date:.....