

## Sales Negotiator / Senior Sales Negotiator

| Main Job Description   |            |
|--|------------|
| Responsibility   | Frequency  |
| To be the main point of contact for applicants in branch                   | Daily      |
| Registering applicants and arranging viewings for sales properties         | Daily      |
| Answering telephone, email and portal enquiries                            | Daily      |
| Carry out viewings to a professional standard                              | Daily      |
| Providing valuable & relevant vendor feedback for viewings                 | Daily      |
| Entering all correspondence on to Vebra                                    | Daily      |
| Pitching & closing for Market Appraisals                                   | Daily      |
| Creating new and keeping property files updated                            | Daily      |
| Negotiating offers (after suitable training completed satisfactorily)      | Daily      |
| Progressing any personal sales agreed (with BM assistance)                 | Daily      |
| Pitching & Closing for financial and legal services opportunities          | Daily      |
| Customer care calls / post MA client care                                  | Daily      |
| Ensure high "Personal Standards" are kept to at all times                  | Daily      |
| Pitching for Price Reductions & Applicant Values on viewers                | Daily      |
| Providing Vendor Marketing Updates with Rightmove report emails            | Daily      |
| Take an active part in team discussions and be forward thinking            | Daily      |
| Likely Personal Characteristics  |            |
| Characteristic   | Importance |
| 2 Years sales/lettings experience  | Preferable |
| Desire to engage effectively with clients                                  | Essential  |
| Able to work efficiently alone or as part of a team                        | Essential  |
| Strong communication skills, both oral and written                         | Essential  |
| Organised and able to prioritise workload effectively                      | Essential  |
| Good interpersonal skills  | Essential  |
| Strong character that is able to handle and deal with difficult situations | Essential  |
| Passionate about doing a brilliant job                                     | Essential  |
| Sales skills / ability to ask probing questions & be able to close         | Essential  |
| Computer literate on Vebra and mindful of data & GDPR                      | Essential  |
| Full UK driving licence  | Essential  |
| Use of own car for completing the role                                     | Essential  |
| Displays tenacity and determination to succeed                             | Essential  |
| Able to think on their feet in changing situations                         | Essential  |
| Capable of recording and taking responsibility for figures/targets         | Essential  |