Land & New Homes Administrator

Overview

A highly motivated individual with an eye for detail, the desire to succeed and the willingness to go the extra mile. Customer service is at the heart of all you do, you love to do things yourself but are also a great team player.

Previous experience is not essential; however who you are, your attitude and potential are much more valuable to us. We can provide full training to anyone who is ready and eager to learn and develop.

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| Reporting to: Land & New Homes Manager | | |
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| Job Description | | |
| Responsibility | Frequency |
| Preparing relevant administration, contracts, memorandum of sale etc. | Daily |
| Registering applicants and arranging viewings for sales and lettings | Daily |
| Ensuring window cards are kept up to date | Daily |
| Answering telephone, email and portal enquiries | Daily |
| Preparing and updating all marketing material, including photos, floor plans and descriptions for new instructions and all available properties | Daily |
| Entering all new vendors and applicants on to the database | Daily |
| Entering all new properties on to the database | Daily |
| Creating new and keeping property files and electronic records up to date | Daily |
| Booking & conducting viewings | Daily |
| Preparing comparable evidence for Market Appraisals for the Valuers | Daily |
| Providing vendor feedback for viewings | Daily |
| Providing vendor management for price reductions | Daily |
| Take an active part in team discussions and be forward thinking | Daily |
| Conducting appointments to take on new properties / sites (photographs, measuring for floorplans, writing the description) | Daily |
| Gathering contact details of developers that have applied for planning permission | Daily |
| Planning portal updates and generating mail-merge letters, and keeping the spreadsheet up to date | Weekly |
| Scheduling site visits for the L&NH negotiators | Monthly |
| Generating mail-out letters to slow movers on Rightmove | Monthly |
| Updating blogs on the company website, Facebook and Instagram | Daily |
| Updating and editing the company website | Daily |
| Generating marketing material for canvassing for all offices / departments | Daily |
| Generating and updating in-house documents, letters and general marketing material for all offices / departments | Daily |
| Personal Specification |  |
| **Characteristic** | **Importance** |
| 1 yrs. Sales or Administration experience | Preferable |
| 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 good job | Essential |
| Sales skills | Essential |
| Computer literate on Outlook, Microsoft Office, Vebra, Page Plus, Photoshop | Essential |
| Full UK driving licence and use of own car | Essential |
| Desire to engage effectively with clients | Essential |
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