

Sales Progressor

Overview:	
Reporting to: Sales Area Manager & Directors	
To ensure the effective progression of sales agreed through to completions in order to hit sales targets.	
Main Job Description:	
To have read, understood and comply with Company Policy and Procedures at all times	
To co-ordinate progression of sales from the point that it is agreed to legal exchange and completion ensure all targets are achieved	
To liaise with solicitors during the sales progression	
To liaise with vendors and purchasers during the sales progression and assist with any further negotiations regarding the sale	
To liaise with financial advisors and mortgage providers	
To liaise with surveyors and arrange access to properties when required	
To liaise with all parties involved in sales where issues may arise and to assist in finding suitable solutions to ensure that the sale progresses to legal exchange	
To be able to upsell recommended services, i.e. mortgage and solicitor referrals	
To provide relevant paperwork and legal documents	
To raise final invoices to be sent to solicitors or clients on property exchange	
To chase payments for any invoices which are overdue	
To ensure that all sales systems are kept up to date, including updating CRM system and filing	
To ensure all required reports are produced accurately and on time	
To attend meetings when required providing accurate updates on the sales pipeline and progression	
To attend training courses when required	
To be able to deal with a high caseload	
To work in a fast-paced environment	
To assist sales staff when required	
To assist Sales Area Manager and Company Directors when required	
Personal Characteristics:	
Characteristic	Importance
Ability to communicate effectively	Preferable
Achieve deadlines and targets	Essential
Have up to date knowledge of house sales process	Essential
Ability to problem solve	Essential
Organised and able to prioritise workload effectively	Essential
Able to work efficiently alone or as part of a team	Essential
Computer literate with knowledge of CRM systems and Microsoft Office	Essential
Passionate about doing a good job	Essential
Pleasant telephone manner	Essential
Displays tenacity & determination to succeed	Essential
Able to think on their feet in changing situations	Essential
Ability to meet targets & deadlines	Essential