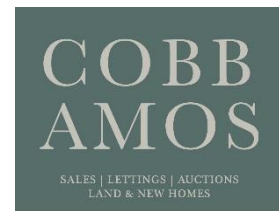


# SALES MANAGER

## Hereford

*Reporting & Accountable to Company Directors and Operations Manager.*



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### Overview

A highly motivated individual with good leadership skills, 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 as a Manager or Senior Sales Negotiator is 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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### Responsibilities

- Work closely with, and provide support through leadership to the sales team
- Hold morning meetings effectively
- Maximise branch profit and achieve all financial targets
- Create the largest market share above all competitors in the area
- Oversee the effective registration of buyers inc. matching people to property
- Conduct successful market appraisals and follow up appropriately
- Ensure adequate office cover to answer all enquiries promptly
- Review all property marketing including brochures, social media, viewings and price
- Keep Vendors informed of progress on a regular basis during marketing and post-sale
- Take an active part in leading team discussions and be forward thinking
- Provide weekly figure reports to the Operations Manager
- Attend monthly Managers meetings and produce reports on Branch performance
- Ensure company policies and procedures are adhered to
- Deal with conduct and performance related issues
- Ensure that all compliance related checks are carried out and recorded correctly and accurately
- Be accountable for Branch health and safety and supplies
- Play an active part in contributing towards development within the Branch and companywide
- Manage employees performance by carrying out regular 1:1s
- Maintain the company's brand at all times

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## Personal Characteristics

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<i>Characteristic</i>	<i>Importance</i>
Minimum 1 year administration experience	<i>Essential</i>
Desire to engage effectively with clients to encourage repeat business and recommendations	<i>Essential</i>
Able to work efficiently alone or as part of a team	<i>Essential</i>
Strong communication skills, both oral and written	<i>Essential</i>
Organised and able to prioritise workload effectively	<i>Essential</i>
Good interpersonal including leadership skills	<i>Essential</i>
Be motivated and enthusiastic at all times	<i>Essential</i>
Passionate about doing a good job	<i>Essential</i>
Computer literate on CRM data entry and mindful of data & GDPR	<i>Essential</i>
Sales skills/ability to ask probing questions and be able to close	<i>Essential</i>
Experience in Manager or Senior Sales Negotiator position for minimum of 1 year	<i>Essential</i>
Resilient and positive	<i>Essential</i>
Able to think on their feet in changing situations	<i>Essential</i>
Displays tenacity and determination to succeed	<i>Essential</i>
Maths and English grade 4 or above (Grade C)	<i>Essential</i>

## Additional Notes:

Current full clean UK driving licence and insurance covering business use is required.