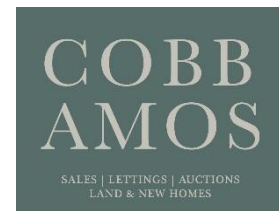


# SALES NEGOTIATOR

## Sales

*Reporting & Accountable to Branch Manager & Area Sales Manager*



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### 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.

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### Responsibilities

- To be the main point of contact for applicants in branch
- Registering applicants and arranging viewings for sales properties
- Answering telephone, email and portal enquiries
- Carry out viewings to a professional standard
- Providing valuable and relevant vendor feedback for viewings
- Entering all correspondence onto the CRM system
- Pitching and closing for market appraisals
- Creating new and keeping property files updated
- Negotiating offers
- Progressing any personal sales agreed with assistance from the Branch Manager
- Pitching and closing for financial and solicitor referrals
- Customer care calls/post market appraisal client care
- Ensure high "personal standards" are kept to at all times
- Pitching for price reductions and applicant values on viewers
- Providing vendors with their marketing updates
- Take an active part in team discussions and be forward thinking
- Playing an integral and active role in the branch morning meeting
- Using and completing the Negotiator Tracker
- Observing and achieving at least the minimum performance expectation
- Actively working towards 'Cobb Amos World Class Standards'

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### Personal Characteristics

<i>Characteristic</i>	<i>Importance</i>
1 year sales/customer service experience	<i>Essential</i>
Desire to engage effectively with clients	<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 skills	<i>Essential</i>
Strong character that is able to handle and deal with difficult situations	<i>Essential</i>
Passionate about doing a brilliant job	<i>Essential</i>
Sales skills/ability to ask probing questions and be able to close	<i>Essential</i>

Computer literate on CRM data entry and mindful of data & GDPR	<i>Essential</i>
Displays tenacity and determination to succeed	<i>Essential</i>
Able to think on their feet in changing situations	<i>Essential</i>
Capable of recording and taking responsibilities for figures/targets	<i>Essential</i>
Maths and English grade 4 or above (Grade C)	<i>Essential</i>

Additional Notes:

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