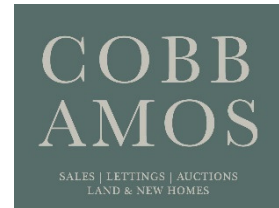


JOB TITLE: Sales Administrator

Leominster

Reporting & Accountable to : Branch Manager



Overview

You will be an integral part of the sales team, providing assistance to the Branch Manager and Negotiators, including handling documentation, enquiries, and scheduling appointments.

This position involves administrative tasks and client interaction, allowing the team to focus more on our clients' direct needs and thereby enhancing the overall customer experience.

Responsibilities

Dealing with initial enquiries

Registering applicants

Conducting property viewings as required

Assisting with making properties available for marketing and updating property portals

Ensuring compliance with regulations, property laws and company policies

Effectively managing the office diary

Assisting with social media posts

General administration

Personal Characteristics

| <i>Characteristic</i> |
|---|
| Excellent attention to detail |
| Excellent organisational skills and being able to prioritise workload |
| Excellent telephone manner |
| Able to work efficiently alone or as part of a team |
| Computer literate on CRM entry and mindful of data & GDPR |
| Displays tenacity and determination to succeed |
| Able to think on their feet in changing situations |
| Strong communication skills, both oral and written |

Additional Notes:

Working hours are:

Monday to Friday 08:45 to 17:30

Saturday 09:00 to 15:00 (one in three with time given back in lieu)