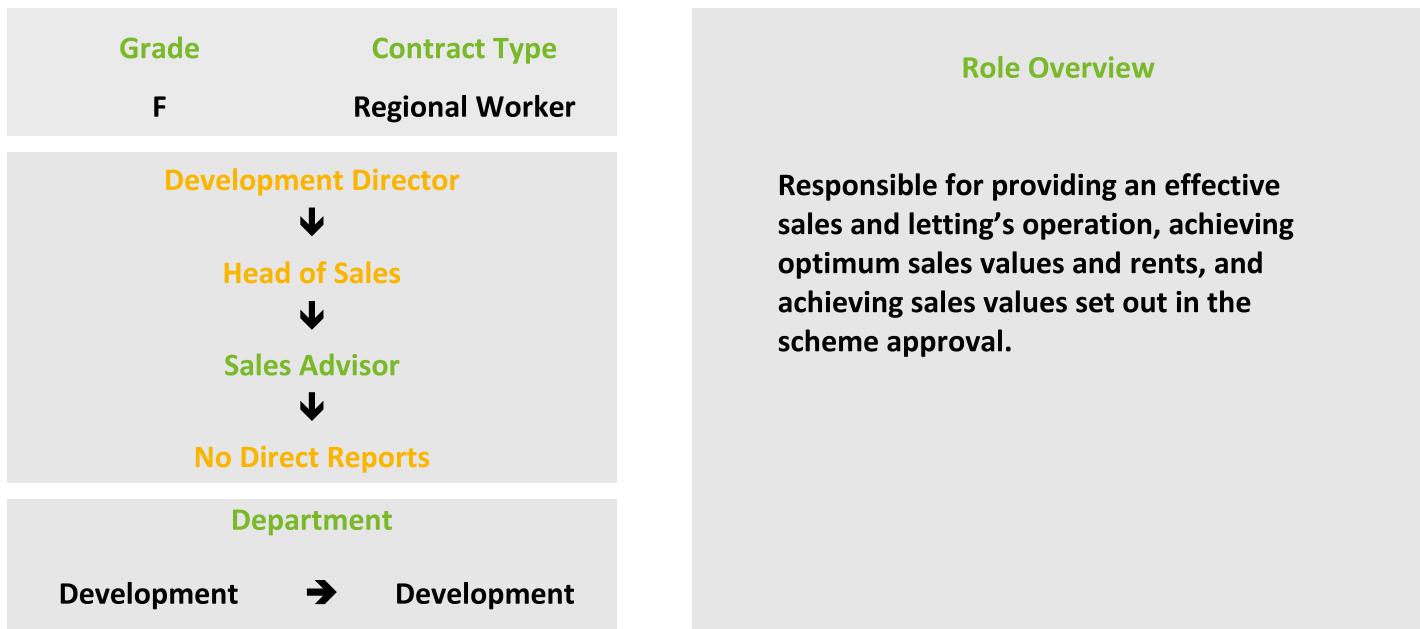


ROLE PROFILE

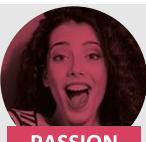
Sales Advisor



RESPONSIBILITIES

- Manage and achieve first tranche sales of Retirement Living, Shared Ownership and outright purchase.
- First let of Rent to Buy and Private Rental Sector properties in accordance with agreed targets and set budgets.
- Provide sales expertise to ensure Your Housing Group's house types, specifications meet customers' expectations, being available to work weekends when required to meet the needs of the customer.
- Manage reassignments for Your Housing Group's Retirement Living developments.
- Manage all prospective and existing customers in a welcoming, professional and efficient manner, ensuring excellent customer service is provided.
- Assist with the marketing and sales material for new developments.
- Conduct local and market research, and competitor analysis to support the sales process and influence the New Business Team.
- Ensure all key documentation relating to the legal transaction is accurately maintained.
- Use incentives effectively to ensure a good flow of sales whilst maximising profit.
- Ensure high Health & Safety standards whilst on site are fully adhered to.
- Undertake additional duties appropriate to the role and/or grade.

Our Values & Competencies



PASSION



PRIDE



CREATIVITY



ACCOUNTABILITY

STRENGTHS

- ✓ Excellent sales consulting, negotiating and closing abilities
- ✓ Excellent communication skills with a proven ability to communicate at all levels
- ✓ Strong IT skills (to intermediate level)
- ✓ Strong organisational, time management skills
- ✓ Ability to deliver the Group's strategy for sales and marketing of new homes
- ✓ Excellent relationship building skills and the ability to maintain good working relationships with a variety of internal and external stakeholders and customers
- ✓ Strong attention to detail/accuracy

ESSENTIAL REQUIREMENTS

- ✓ Full understanding of the property sales and lettings process
- ✓ Proven track record of achieving targets within a sales role, in line with budgets
- ✓ GCSE Maths and English (or equivalent)
- ✓ In-depth understanding of sales systems to support successful sales delivery
- ✓ Extensive experience of onsite new home sales with a builder/developer/Registered Provider
- ✓ Access to a vehicle

BENEFICIAL TO THE ROLE

- ✓ Experience of managing re-sales activity
- ✓ Knowledge of Home Buy Agents
- ✓ Knowledge of the mortgage market
- ✓ Experience of housing legislation and the legal process of buying and selling leasehold property
- ✓ Knowledge of GDPR (General Data Protection Regulations)
- ✓ Full UK Driving License