

ROLE PROFILE

Sales Advisor

Grade

F

Contract Type

Regional Worker

Development Director



Head of Sales



Sales Advisor



No Direct Reports

Department

Development



Development

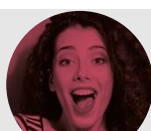
Role Overview

Responsible for providing an effective sales and letting's operation, achieving optimum sales values and rents, and achieving sales values set out in the scheme approval.

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

Creating more places for people to thrive and be recognised as a sector leading landlord

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