

Sales Negotiator and Progressor

Salary: £16,850.00 to £17,850.00 /year

An exciting opportunity has arisen for a Sales Negotiator and progressor to join the homes4u team. Due to the expansion of our sales team we are looking for an experienced Sales Negotiator and Progressor based at our City Centre Branch.

homes4u are the areas leading property company, offering sales, rentals and property management across our City Centre and South Manchester Branches. Established in 1990, from day one we have committed to offering outstanding customer service and providing value adding services.

Along with a competitive basic salary, we also offer a range of benefits including

What we offer

- Uncapped commission scheme.
- Structured induction programme
- Funded Industry Recognised Qualification
- On-Going Career progression plan
- Access to 100's of benefits and discounts through Perkbox
- Team building events
- Annual company awards.
- Pension

About the role

In the role of Sales Progressor and Negotiator you will be working in a team and will report to the Branch Manager. Your duties will include

- Keeping in regular contact with applicants to promote sales stock and new instructions.
- Carrying out regular effective applicants management.
- Generating valuation leads for Sales and Rental Valuers.
- Conduct punctual and organized viewings as required.
- Taking ownership of the sales process from offer accepted stage through to exchange and completion. Meeting pipeline conversion targets.
- Sending outgoing documentation to all relevant parties in a timely manner via email and/or post
- Handling queries on ongoing transactions and ensure they are dealt with promptly and effectively.
- Dealing with surveys and renegotiation where required
- Liaising with mortgage brokers, surveyors, agents and solicitors to ensure a smooth transaction.
- Chasing documents, foreseeing any potential issues which may arise to avoid delays.
- Updating all parties and managing the process in a timely and efficient manner, keeping clear and concise notes on company systems.
- Providing regular updates on all aspects of Sales Progression and Exchange prediction to Branch Managers.
- Cross selling of services such as conveyancing, financial services and letting/property management services.

Candidate Requirements:

We are looking for an individual with the following;

- Self motivated
- Strong IT skills
- Excellent communication
- Well presented
- Friendly and approachable
- Well organised
- Energetic and enthusiastic
- Desire to progress

Please apply in writing with your CV and a covering letter, basic salary dependent on experience.

Please do forward this advert to any friends or colleagues who may be interested in taking the next step in their career.