

tlc

## Exceptional Estate Agents : Caring Community Curators

**Job title:** Sales Negotiator

**Reporting to:** Eloise Williams and the Directors

**Salary:** £16,000 plus favourable commission structure.

**Office Hours:** 09:00 – 18:00 Monday – Friday. Alternate Saturdays 10:00- 16:00.

**Working Hours:** Monday – Saturday

### **Purpose of the position:**

Our Award-Winning sales team needs a driven, enthusiastic, organised, and committed individual who is able to produce exceptional results within our successful and unique Estate Agency. You will be working within Toby and Eloise's fantastic team whilst making sure that your individual targets are met.

### **Ideal Responsibilities & duties:**

- To attend team meetings at 09.00 and 14.00 daily to discuss information, offers etc.
- Fully qualify and register applicant enquiries efficiently each morning. Make 40+ outbound phone calls each morning between 09.30-11.30am to service existing applicant database and book out your diary for the remainder of the day!
- To manage your own diary competently taking in to account the teams' individual diaries.
- To have the ability to work on your own initiative in addition to working favourably as part of our team.
- To be enthusiastic and have a confident approach to working.
- To competently progress your sales towards exchange and completion- keeping in close communication with both buyer(s), seller(s) and lawyer(s) at least 3 times per week to ensure lines of communication are never lost.
- To have an understanding of compliance and help to ensure compliance needs are met.
- Professional and enthusiastic approach to work at all times.
- To use initiative to create new opportunities for the team and company.
- Knowledge of REAPIT is an advantage.

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- NAEA qualification advantageous.
- Attendance at a selection of our fantastic TLC Community events (may occasionally be Sundays or evenings).

### **Personal qualities & behavioural traits:**

Hard-working and fun – we bundle the two together here because you need to be a driven and committed individual wanting to excel at your job and also create a good atmosphere in the process. Whilst you are successfully doing that, we want to ensure that the role and environment is as productive and fun as it can be so that it keeps TLC as one of the best places to work. We like to reward and celebrate with staff for jobs well done – for us the two are always hand in hand.