

ROLE PROFILE

Function	Sales and Marketing	
Job Title	Development Sales Executive	
Grade	C3	
Reporting Lines	Reports to	Sales Office Manager/ Regional Sales and Marketing Manager/ Senior Sales and Marketing Manager
	Direct Reports	N/A

Aim of the role

To manage and sell homes, working with customers and external parties to ensure smooth transition throughout the home buying process.

Responsibilities and Duties

- Managing on-site administration
- Maintain the highest standard of health and safety
- Ensuring show homes are presented to the highest quality and escalating any issues to the appropriate manager
- Build positive relationships with customers and external parties
- Ensure the home buying process is efficient
- The role covers a 5 day week with weekend working an element of this

Knowledge Skills and Experience

- A proven track record in the sale of homes, preferably new homes
- Proficient in sales techniques
- Conversant with all legal terminology used in the home buying process
- A clear and effective communicator in both verbal and written communication
- A good understanding of lenders and the financial aspects of purchasing a home
- IT literate using Microsoft Office suite
- Full UK driving licence

Our Values	
Collaborative	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
Trusted	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
Focused	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal