

Full Time Sales Negotiator required Settle Office

We are currently recruiting a full time sales focused individual with an enthusiastic outlook and a good degree of self-motivation to work in our Settle office.

Some of the tasks required are:

- Ensure all customers are greeted in a professional, friendly, positive and enthusiastic manner at all times.
- Ascertain applicants' needs by listening carefully to the details provided, probing where necessary to ensure all data acquired.
- Qualify applicants, match them to suitable properties and organise viewings at the earliest opportunity and identify possible sales opportunities.
- Immediately advise suitable applicants of any new instructions, which may be suitable.
- Conduct property viewings.
- Ensure all viewings are promptly followed up and that the vendor is immediately advised of feedback.
- Ensure that when an offer is accepted that all administrative duties are attended to and that the sale is actively progressed through to a satisfactory conclusion.
- Ensure every effort is made to cross sell company products
- Ensure you comply at all times with all legislative requirements and company directives, policies and procedures.
- Carry out ad hoc projects at the request of your Manager and others as and when required.

Skills required

- Ability to work under pressure with minimal supervision.
- Ability to remain calm and professional at all times.
- Highly organised and enthusiastic.
- Excellent written and verbal communication skills.
- Ability to develop and maintain internal/external relationships.
- Team Player
- Be a car owner with a full (preferably clean) driving licence.

The position is full-time, Monday-Friday 8:45am – 5:30pm plus every other Saturday 8:45am-12:30pm.

Applications are invited for the above position based at the Settle office commencing as soon as possible.

**Please send applications and CV's in confidence to
Tom Galloway- tgw@dacres.co.uk**