Logo

Description automatically generatedA picture containing outdoor, sky, building, house

Description automatically generated

Now recruiting:

**Sales Advisor**

* Generous contributory personal Pension Scheme
* Salary exchange pension with employer NI savings included
* Employee Assistance Programme including 5 counselling sessions
* Thu – Mon: 11am – 5:30pm
* Commission Scheme
* Access to Well-being Champions and Mental Health First Aiders
* 32 days annual holiday entitlement

**The Role:**

Reporting to the Sales & Marketing Supervisor, you will be responsible for the following:

* Pursue, monitor and record sales leads
* Demonstrate excellent product knowledge
* Liaison with clients, clients’ solicitors, Ogilvie Solicitors, Financial advisors & Estate Agents throughout the sales process.
* Record and report client choices and incentives.
* Responsible for the correct presentation of show homes and sales offices.
* Work closely with site construction team to ensure up to date programme information is available to both clients and solicitors.
* Responsible for ensuring visitors to the sales office are aware of H&S policies and procedures.
* Awareness and supportive of Homes marketing campaigns.
* Awareness of industry governing bodies, ensuring all procedures are carried out in compliance with these
* Provide up to date competitor and marketing analysis.

**About You:**

**Do you:**

* Have experience working in an administration/sales environment? \*Essential

**Can you:**

* Work independently and as part of a team?
* Work with discretion and confidentially at all times?