

ROLE PROFILE

Function	Sales and Marketing	
Job Title	Contracts Progressor	
Grade	C2	
Reporting Lines	Reports to	Sales and Marketing Director
	Direct Reports	N/A

Aim of the role

To effectively administer and co-ordinate all aspects of the legal process of house sales, ensuring the delivery of key targets.

Responsibilities and Duties

- Check information is correct on reservation forms and plot schedules
- Update sales system with all new reservations and forward to appointed Solicitor
- Monitor and drive the progress of all reservations through to legal completion
- Provide forecasts of contracts and legal completions on a weekly basis
- Check all details on contracts when received from solicitors
- Serve notice to appointed Solicitor when plots complete and issue final accounts to the Solicitor for legal completion
- Perform all relevant administration and record keeping
- Carry out any other duties as requested by your line management

Knowledge Skills and Experience

- Minimum GCSE standard and/ or relevant experience
- Understanding of the legal process of house sales
- Previous legal experience/ qualification is desirable
- Literate and numerate
- Proficient IT skills
- Good planning skills and a strong attention to detail
- Organised, methodical and an ability to work to strict deadlines

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