**Assistant Sales Manager**

We have an exciting opportunity for an Assistant Sales Manager to join a friendly team working from our new Head Office in Bury St Edmunds, with travel to developments throughout Essex, Suffolk and Norfolk.

Duties include;

* Learning to manage all sales and administrative processes in and out of the sales department to ensure smooth transactions
* Assisting the recruitment of Sales staff and inducting new starters to the team, assisting with the delivery of the appropriate training required to fulfil their role
* Learning to manage and motivate direct reports to perform to the company standards and targets
* Assist with conducting performance reviews with direct reports in accordance with Company guidelines, format and timescales, raising any areas of concern to the Sales Director.
* Help to ensure any staff leave or absence is requested, recorded and reported appropriately in line with Company policy
* Develop and maintain excellent working relationships with internal teams, effectively liaising to ensure readiness for sale, exchanges are achieved within the set deadline, and notifying of completion
* Reporting to external clients as required and responding to any queries through to resolution
* Learn to collate Sales based reports for delivery to Directors and the Sales Team, tracking performance against target and net pricing
* Attend all meetings, training courses or events as required by the role and organisation
* Assist with ensuring staff expenses and commission forms are completed accurately and authorised prior to processing for payment
* Learning to manage stages of the sale process such as ensuring price releases are authorised and released on the finance sales system, collating all information prior to sale commencement and flagging any issues, ensuring all sales related forms and paperwork are appropriately authorised, tracked, retained and signed on behalf of the company
* Comply with the General Data Protection Regulation (GDPR) and ensure all sales activity is in accordance with the Property Misdescription Act, immediately raising any concerns covering this legislation with the Sales Director.
* Ensure compliance by the team with Health and Safety Policies, IT policies and any other Policies and Procedures the company issue.

About You

* Experience with the sale of homes
* Knowledge of qualifying, negotiating, over -coming objections, closing the sale, and proficient in contract chasing
* Be conversant with all legal terminology used in the home buying process
* Good understanding of lenders and the financial aspect of purchasing a new home
* An ability to build rapport with a range of people to create a co-operative working environment based on mutual respect, trust and professionalism
* Demonstrated ability to work under pressure whilst providing a supportive and encouraging environment for individuals and teams to work in
* A positive and proactive individual who is self-motivated, target driven,with the ability to work on their own initiative as well as part of a team
* Organisational skills with the ability to structure and prioritise workloads in line with targets and business priorities
* An ability to lead, coach, motivate and manage individuals
* Clear, effective and professional communication both written and verbal
* Be computer literate and familiar with the use of email, Word, Excel, internet, etc.
* Hold a current Drivers Licence