

RESIDENTIAL SALES EXECUTIVE

DEPARTMENT: Residential Property

REPORTING TO: Head of Residential

REPORTING TO THIS POSITION: Not applicable

OVERALL RESPONSIBILITY:

The role of the Residential Sales Executive is to convert new business opportunities into formal instructions for LCF Residential.

MAIN AREAS OF RESPONSIBILITY:

This does not set out every responsibility but provides an overview of your main areas of responsibility.

- + Responding to all enquiries in an agreed timescale, generating proposals, following up on sales leads and converting to instructions
- + Following up on potential leads, contacting the client to discuss the lead and answering any conveyancing related queries.
- + Emailing the client from Perfect Portal our (Quoting Platform) with confirmation of the agreed quote and information on how to instruct the firm should they wish to proceed.
- + Should the client instruct, obtaining the relevant information and forwarding it onto a member of the team for the file to be opened.
- + Providing the client with any relevant information regarding the Apps or processes used by the firm and providing them with the allocated Fee Earners details.
- + Manage the Perfect Portal Platform, update Fee scales as required and complete the process of setting up new referrers.
- + Maintaining business relationships with work providers.
- + Produce weekly reports as directed, relating to incoming instructions.
- + Keep up to date with the goals, objectives, and sales targets

People/Skills – We believe in attracting, developing, retaining, and rewarding the best people by providing stimulating work opportunities for career development and progression at all levels within the firm.

- + Enthusiastic
- + Intelligent
- + Good interpersonal skills

- + Excellent time management
- + Proven track record in sales with the ability to work to targets
- + Ability to communicate clearly and work as part of the team
- + Excellent communication skills and organisational abilities
- + Ability to work on own initiative and with minimal supervision
- + Ability to use Word, Excel and other software programmes (training will be provided for the firms CRM system)