



JOB DESCRIPTION

Vacancy: **Land & New Homes Agent**

Vacancy Ref: **0321HRLR**

Contract: **Full time – Permanent**

Reporting to: **Partner**

Location: **Lisburn Road, Belfast**

Salary: **Competitive**

Company Background:

The Simon Brien Residential Land and New Homes Team would be regarded as market leaders in land transactions and new developments across Northern Ireland. We handle a diverse portfolio from small niche schemes of 2 to 10 houses, to large scale City Centre apartment developments to larger housing developments from 20 to 500 houses.

The ethos of Simon Brien Residential is built on traditional values of customer care, long established experience, and a professional and personal service for all our clients.

Purpose of the Role:

This is an exciting opportunity based at our office at Lisburn Road, Belfast. The successful candidate will be a vital member of the team engaging in a range of different activities each day in various functions of the business. This role is the perfect opportunity for someone who has a passion for people, land and new developments. Candidates should have a minimum of 3 years' experience in Estate Agency and preference will be given to applicants with experience in the new development sector.

Key Responsibilities:

The key responsibilities include but are not limited to the following:

- Dealing with property enquiries, viewings, negotiating sales, managing contracts, reporting and servicing our existing clients from initial enquiry.
- Negotiating new development property sales through to completion along with any administrative duties required.
- Arranging marketing strategies and liaising with our developer/builder clients.

How to apply

To apply, please send your CV (including your National Insurance Number) to careers@simonbrien.com with the subject line "**0321HRLR – Land & New Homes Agent**" outlining how you meet each of the criteria by. Applicants received after this will not be processed. Please ensure you clearly demonstrate how you meet the above criteria in your CV.

Please also complete the attached **Monitoring form** (with National Insurance Number). Applications will be considered incomplete if the monitoring form is not returned.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Knowledge and Experience	<ul style="list-style-type: none"> • 3 Years Industry Experience • Minimum 2 GCSES (A* - C) in Math's and English • Full clean UK driving license • Proficiency in ICT & Excel 	<ul style="list-style-type: none"> • Experience working in a new homes role within a property environment
Competencies	<ul style="list-style-type: none"> • Communication Communicates clearly through written or verbal. Able to speak and write succinctly, listens to and values other people's opinions. Speaks to clients and colleagues with respect and dignity. • Judgement and Decision Making Makes good decisions based on information. Knows when to ask for assistance and understands when to use their own initiative. Candidate is receptive, learns from experience and can adapt to change. • Managing Relations Develops and maintains effective relationships with third parties and colleagues. Candidate cooperates and actively engages while maintaining professional standards. • Prioritisation The ability to prioritise conflicts in a professional manner. • Drive for Results Understands how the business works and uses this drive to get results and fill their potential. 	