

JOB DESCRIPTION

Vacancy: **Resales Viewer**

Vacancy Ref: **210120B/LRRS**

Contract: **Full time – Permanent**

Hours: **Monday to Friday 8.30am to 17.30pm & Saturdays as rostered (currently 1 in 4 - Hours 9.30am to 12.30pm)**

Holidays: **20 Days per Annum plus Statutory running from January to December**

Reporting to: **Partner/Associate Partner**

Location: **Lisburn Road Office**

Start Date: **As soon as possible**

Company Background:

Simon Brien Residential with a team with over 30 years' experience that has delivered over 25,000 house sales in Northern Ireland and £½ billion in land sales.

Simon Brien has been active in the property market in Northern Ireland for over 30 years, and is at the forefront of the private resale market and land and new homes market, having been involved in some of the largest land transactions in Northern Ireland for both private and institutional clients. 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 Lisburn Road office. The successful candidates will be vital members 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 and property.

Key Responsibilities:

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

- Supporting and assisting the Resales Team with property enquiries, viewings, negotiating sales, reporting and servicing our existing clients from initial enquiry and any administrative duties required to support the office.
- Matching people to properties and getting both new Valuation and Mortgage leads.

APPLICANT REQUIREMENTS

	Essential Criteria	Desirable Criteria
Knowledge and Experience	<ul style="list-style-type: none"> • Sales experience • Minimum 2 GCSEs (A* - C) in Maths and English • Full clean UK driving license • Proficiency in ICT • 1 Years Experience working within a property environment 	<ul style="list-style-type: none"> • 2 Years Experience working 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. 	