

Job Description

PA to Salesperson

Position: PA to Salesperson

Reporting to: Salesperson

Summary:

To assist in the administration side of salesperson's business and to support the salesperson in growing their business, providing a high level of service to clients.

Job Description and Responsibilities:

- Managing and overseeing administration aspect of salesperson's business in their absence
- Telephone prospecting and setting up appointments for appraisals
- Typing contracts
- Maintaining database
- Typing and preparing marketing proposals
- Proofing all advertisements and advertising
- Ensuring all applicable paperwork and emails relating to vendor and purchaser correspondence is kept on file
- Ensuring all vendors receive purchaser feedback from visits on time
- Preparing paperwork for Settlement advice to take place
- Supervising builders reports on properties as and when required
- Communicating with Solicitors
- Delivering contracts to Solicitors
- Preparing Auction and Tender documents
- Ordering titles for new listings
- Proofing all new listings and ensuring all websites and all marketing material is 100% accurate
- Assisting to compile 4-6 newsletters and mail outs per year
- Implementing and maintain the prospecting systems for farming areas
- Attending sales meeting as and when required
- Attend any Company functions as and when required
- Entering new clients in database and matching clients with properties
- Monitor all vendor advertising accounts and follow up for payment
- General administration duties, i.e. answer phone, filing
- Be positive, motivated and friendly at all times
- Learn and be competent with all software programmes, especially the Company real estate operating system
- Creating Pre-Listing Kits
- Creating Open Home Packs
- Obtain and update testimonials on websites and for Appraisals
- PropertySuite:
 - Entering Visits
 - Creating Vendor Reports
 - Controlling the Reminders/Dashboard
 - Listing Searches
 - Generate appraisals
- Deliver DLE's (Just Listed/Just Sold/Open Home) when required
- Manage Facebook business page
- Organise gifts for clients