

Job Description

PA to Salesperson

Position: Licenced PA to Salesperson

Reporting to: Salesperson

Summary:

To take full responsibility for the whole administration side of salesperson's business and to assist salesperson in growing their business, providing a high level of service to clients.

Job Description:

Responsibilities include but not limited to:

- Update and manage salesperson's website
- Set up a business Facebook page (kids, grandchildren and success stories)
- Set up and manage a prospecting system for my farming areas
- Set up and manage a prospecting system for the Trade Me and private sales
- Run and manage PropertySuite reminder series and send out letters on salesperson's behalf.
- Send out my weekly web link
- Type contracts, proof and forward to solicitors as and when required
- Send out vendor and purchaser letters (obtain vendor and purchaser addresses and update these on database where required)
- Type up appraisals, proof, put together and ensure a copy is kept on file
- Type up marketing proposals, proof, put together and ensure a copy is kept on file
- Compile and send out vendor feedback letters as and when required
- Weekly open home reminders
- Follow up purchasers for open home feedback
- Ensure vendors receive feedback from viewings and open homes promptly
- Proof all new listings and ensure all disclosures have been entered into PropertySuite and that all Disclosures are included in Sale & Purchase Agreements.
- Prepare settlement statements and ensure we have forwarding addresses for vendors and purchasers on settlement advices, update database accordingly
- Check all Property Press advertising is correct i.e. open home times, prices, etc.
- Proof all Auction and Tender documents
- Attend weekly Caravan, and sales meetings as and when required
- Take buyers out as and when required
- Help cover builder's reports as and when required
- Sunday open homes each week
- Look after salesperson's business when they are away
- Manage the process for quarterly newsletters, sourcing information, compiling newsletter, arranging and co-ordinating \$1000 tickets and mailing out
- Ensure all signs are put up for new listings and signs removed two days prior to settlement
- Proof all advertisements for new listings and email to vendors for approval
- Keep track of all outstanding vendor advertising accounts and forward reminder letters as and when required.
- Pay accounts
- Order gifts and prepare gift cards and letters and mail out as and when required.
- Other tasks and activities as and when required