

Job Description

Business Development Manager

Position: Business Development Manager (BDM)

Reporting to: Branch Manager or Team Leader

Our Mission is to **Make A Difference**

- Proudly
- Passionately
- Everyday

The Property Brokers team works hard together to get the job done. This means that sometimes you may be asked to do tasks that are outside the details of this job description, within the scope of the role.

Job Description

- To secure new property management business for the Company. Specific targets set for individual branches.
- Work with current Property Management team in a professional, efficient, diplomatic manner.
- Meet the financial management and growth objectives of the Property Management division on a monthly and annual basis.
- Complete the Handover form for each new property and complete all relevant tasks before passing the property to the property manager.
- Maximise points of difference such as Tether Assessments, Service Guarantees and other campaigns to secure new business.

General Duties:

- Solicit new property management business for the Company through websites, databases, investor associations and any other outside opportunities that may arise.
- Work alongside the property management team and the sales team to secure new property management business for the company.
- Attend sales meetings and sales caravans where appropriate.
- Provide rental appraisals for all new residential listings unless otherwise specified. Utilize the Company Appraisal template.
- Record all referred business from the sales department in Palace
 - (Property - Custom Tab - Sales Agent)
- Further build Property Brokers potential landlords database for the Company.
- Represent the property management division to clients and outside professionals.
- Once a new property has been secured, the BDM will pass the business on to the most suitable property manager identified in conjunction with the team leader or Branch Manager
- Secure compliant and legal properties as required under the Healthy Homes Standards, Health & Safety and Property Brokers Policy & Procedures.
- Provide monthly new business reports to your manager for commission payments
- Scan and save all physical documents into Palace as part of the handover process.

Person Specification

Knowledge

- Residential Tenancies Act
- Health & Safety Act
- Healthy Homes Standards
- Solid accounting and computer knowledge
- Local area and community knowledge

Job Description

Skills and Attributes

- Highly organised
- Time management skills
- Ability to prioritise
- Exceptional people skills
- Customer service focus
- Excellent presentation and negotiation skills
- Written and verbal communication skills
- Detail conscious
- Sense of urgency
- Excellent telephone manner and technique
- Work flexibility to conform to the demands of the business