

Position Outline

Residential Sales Consultant

Prospecting and Listing

List newly completed and Off-the-Plan development stock

Preparation of CMA's

Preparation of Listing Agreements and provide Contracts Manager with signed 22a together with CMA, Marketing Campaign and Title Search

Maintenance of current listings, and communicate with other PRD Staff

Maintaining web listings and ensuring up-to-date / high on search engines

Organise vendor paid advertising to be deposited to Trust

Organise professional photography, signage, book advertising space with Reception Sales Support & provide copy material

Letter Box Dropping, direct mail outs, following up Inspection and OFI customers, phone calls, print media, networking

Handling of customer enquiry;

Preparation of flyers

Data basing contacts and buyers into Agency One and marketing to this database on a regular basis;

Attend and conduct listing presentations;

Conduct and assist fellow Sales Consultants with Open for Inspections;

Attending PRDnationwide training and external training providers

Attending weekly sales meetings and monthly office meetings

Networking with outside agents.

Selling

Entering Buyer communication into Agency One;

Preparation of Contracts;

Sales Negotiation;

Seller communication, feedback and reporting;

Follow-up Buyer and Seller after sale and 6-12 months after Settlement.
