



SALES SECRETARY

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Sales Secretary
Department	Sales & Marketing
Responsible to	Sales Director

POSITION SUMMARY

To provide secretarial and administrative support to the Sales Director and Sales Department.

KEY WORKING RELATIONSHIPS

Sales Director, Sales Managers, Sales Advisors and Marketing Administrator.

MAIN DUTIES

1. Managing the update of sales releases, reservations, exchanges, completions and cancellations and Optional Extras onto Eque2 Housebuilding
2. Circulating and electronic filing of all paperwork in relation to Plot sales.
3. Update daily, weekly and monthly Sales Reports including Visitors, Part Exchange and HTB etc.
4. Preparation of Completion Statements and issuing to all relevant parties.
5. Coordinating and ordering uniform and PPE for the department.
6. Managing Lone Worker Devices administration for Sales Advisors.
7. Providing secretarial and administration support to the Sales Director and wider team including reporting, diary management, taking and producing minutes of meetings typing of correspondence, filing, record keeping as required.
8. Arranging cheque payments and administering refunds.
9. Checking Plot Contracts as and when received and distributing for signature, as necessary.
10. Carrying out duties in accordance with The Health and Safety Policy and other Company policies.
11. Managing corporate hospitality events to include bookings, timetables, invitations, costings etc. as directed.
12. Managing FORTE and checking of Invoices.
13. Collation of stationary and supplies for Developments.
14. Providing reception cover secretarial support to other departments as required.
15. Attending meetings that may be necessary in the performance of your duties.
16. Complying with and uphold company policies and procedures.

17. Undertaking any additional tasks as may reasonably be required from time to time including the following:

- a. Management of Sales Rota and Annual Leave
 - b. Collating and administering Sales Advisors Mileage and Expense Claim Forms on a monthly basis.
 - c. Preparation and land research for NSSA Packs and Excel Land Reports.
 - d. Production of CACI Reports and Rightmove Best Price Guides. Researching schooling and local amenities for coming soon developments and researching house prices sold and competitor availability.
 - e. Administration of customer selections and entering them into the data base
 - f. Generating and issuing orders to contractors
 - g. Confirming initial set up of sales lines for coming soon developments (i.e., BT connections/PC requirements/Sales Offices etc.).
 - h. Ordering and management of Welcome Gifts
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It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.