



# SALES PROGRESSOR

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## JOB DESCRIPTION

Creating Better Life Experiences.  
One Home at a Time.

**BLOOR HOMES®**

<b>Job title</b>	<b>Sales Progressor</b>
<b>Department</b>	Sales & Marketing
<b>Responsible to</b>	Sales Director

## POSITION SUMMARY

To progress all plot sales from reservation through to exchange within a set timescale to ensure monthly targets are met.

## KEY WORKING RELATIONSHIPS

Sales Director, Sales Managers, Sales Advisors, Design & Technical Department, Solicitors, IFA's and Estate Agents.

## MAIN DUTIES

1. Progress chasing on all plots, (from our purchasers, down to full length of chains) to ensure monthly targets are met for the regional office.
2. Live Progress reports kept up to date.
3. Providing administrator support and customer support
4. Implementing and maintaining relationships with Solicitors, Estate Agents, financial advisors and other relevant external companies daily as well liaising with various departments internally;
5. Ensuring KPI's are met and improved upon with the tracking of all sales from reservation to completion.
6. Attend Monday weekly Managers & Directors meeting to provide in depth updates on plots
7. Assisting Live Sites with database management as and when required.
8. Managing customer database for coming soon developments as and when required.
9. Attending meetings that maybe necessary in the performance of your duties including arranging monthly meetings with IFA, Solicitors and Site Set up Meetings.
10. Effectively liaising with internal teams to respond to specific customer enquiries regarding timing site and plot level details
11. Updating PX Report and managing re-sale properties. Checking Home Buyer Reports (as and when necessary)
12. Updating the Sales Director and Sales Manager on a daily basis with any concerns or issues that need to be raised.
13. Setting up the legal framework for new developments. This will include input into legal contracts and liaising with management companies.
14. When required will be required to fulfil other roles within the Sales Department. This will include Sales Administration.
15. Answering general sales calls into the Regional office.
16. Maybe required to attend events and launches at the weekend.
17. Attending meetings that may be necessary in the performance of your duties.
18. Complying with and uphold company policies and procedures.
19. Undertaking any additional tasks as may reasonably be required from time to time.

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.