

your ocean

Trainee Sales Negotiator
Job description
& responsibilities

the place for...
estate agents
property lawyers
financial services
lettings & management
land & new homes
wills & probate
surveyors
you.

the place for realising your potential

Ocean job description

Trainee Sales Negotiator

Generating and carrying out viewings whilst offering our sister companies services to all.

Provide excellent customer service whilst completing probation period. Meet all goals and objectives agreed with line manager.

Key relationships

Reports to:

Manager, Assistant Manager

Works with:

Team members and other sister companies for referrals.

Primary responsibilities:

Induction & training

- Successfully complete the 30.60.90 training program to required standard

Office reception

- Assist and support office organisation/ opening for business policy adherence
- Assist with office reception/provide office cover
- Register buyers
- Match properties, provide property information
- Refer all Ocean services
- Advise of Ocean extended customer services e.g. Relocation Network

Online & telephone eBusiness

- Assist with booking of all appointment types
- Assist with enquiry handling
- Register buyers
- Refer Ocean services.

Marketing properties for sale

- Ensure effective use of all marketing methods available to promote properties to all potential buyers
- Assist with negotiators viewings/ buyer viewings
- Attending viewings
- Following up all viewings with buyers, produce file notes.

Skills required

- Customer focused. Ability to provide high level of customer service in a sales driven environment
- Effective time management and organisational skills
- IT literate
- Excellent communication skills
- Ability to use initiative to ensure productivity
- Ability to motivate self and contribute to a sales team.

Help & advice

If you have any questions regarding your job description or anything to do with working for Ocean, please don't hesitate to contact your line manager or Director who will be happy to help.