

## HIGHLAND RESIDENTIAL PERSON SPECIFICATION

### Sales Assistant

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Education and / or training in residential sales / estate agency</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in marketing, viewing, and negotiating within a property sales environment</li> <li>• Experience in property sales</li> <li>• Experience of applicant management</li> <li>• Experience in instructing legal advisors where required</li> <li>• Experience in delivering customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a sales environment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good understanding of the Estate Agency industry</li> <li>• Commercial awareness</li> <li>• Knowledge of property marketing, inc Rightmove / Zoopla / social media</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of associated services in property lettings, property management and factoring</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to manage high volumes of detailed work within efficient timescales</li> <li>• Good customer and relationship building skills</li> <li>• Capacity to establish and manage legal contracts</li> <li>• The ability to keep clear records and report writing</li> <li>• Good financial skills relating to property Sales, including LIFT</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• The ability to work independently or as part of a team</li> <li>• Contribute to business development</li> <li>• Access to vehicle for business use</li> <li>• An understanding of the LIFT sales process and the legal frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• UK FULL driving licence</li> </ul>