

Job Title:	New Homes Consultant
Job Type:	Full time, Permanent
Location:	Belfast
Salary:	Depending on Experience
Hours:	Mon – Fri 9 am to 5.30 pm Sat 9.30 am to 12.30 pm (as rostered)
Description:	We are currently seeking an additional New Homes Consultant at our Lisburn Road office. The successful candidate must have a minimum of 2 years' experience in the New Developments sector. The successful candidate must be confident, enthusiastic and dedicated in maintaining the level of service associated with our Company and enjoy working in an extremely busy office environment
The Role / Job:	<ul style="list-style-type: none"> • Working with property developers, builders, land owners, corporate bodies, and financial institutions. • Follow up viewings at developments (both individual and open viewing) follow ups, and taking a proactive stance to convert viewings to reservations on new homes. • From reservation stage, the candidate will be responsible from monitoring the sales through the exchange of contracts / mortgage / survey process through to completion, raising accounts and payment of accounts from the developer. • Deal with day-to-day enquiries on various developments. • Attending site meetings (if required).
Requirements:	<ul style="list-style-type: none"> • Previous experience in a similar role essential • Excellent communication and interpersonal skills • Attention to detail • Excellent working knowledge of Microsoft Office software in particular Microsoft Excel • Ability to work in an extremely busy office environment and with a proactive approach, using their own initiative and without full support • Flexibility and commitment is required for this role due to the nature of this work • Clean, current valid UK Driving License is essential