

JOB DESCRIPTION

Role: New Homes Consultant

Contract: Full Time - Permanent

Hours: Monday to Friday 9am to 17.30pm & Saturdays as rostered (currently 1 in 4 - Hours 9.30am to 12.30pm)

Holidays: 20 Days per Annum plus Statutory Days (Minimum 8) running from January to December

Reporting to: Director

Location: Belfast

Salary: Dependent on Experience

Company Background:

Simon Brien is Northern Ireland's leading estate agency, boasting over 40 years' experience and 45,000 properties transacted. The company operates in private residential and new homes sales, premier homes and country estates, as well as land sales and consultancy. Services also include lettings, property management, mortgages and financial services.

The company's success is built on the traditional values of customer care, extensive experience and personalised service, all underpinned by world-class technology enabling operational and service excellence. In 2024, Simon Brien proudly joined Sherry FitzGerald Group, the largest estate agency in the Republic of Ireland, with more than 100 offices, including over 70 franchise locations. Sherry FitzGerald are the exclusive Irish affiliate to Christie's International Real Estate. This partnership gives Simon Brien customers, selling luxury homes in Northern Ireland, unparalleled access to exclusive international markets via the Christies network.

The ethos of Simon Brien is built on traditional values of customer care, long established experience, and a professional and personal service for all our clients. Simon Brien is looking for an experienced Sales Administrator to join our team.

Key Responsibilities:

- **Collaboration:** Work closely with developers to price new developments and advise on optimal housing mixes and unit sizes.
- **Client Engagement:** Conduct property viewings (both individual and open houses) and take a proactive approach to convert these viewings into successful reservations.
- **Sales Monitoring:** Oversee the sales process from the reservation stage through to contract exchange, mortgage arrangements, surveys, and completion. This includes managing accounts and coordinating payments with developers.
- **Customer Support:** Handle day-to-day inquiries regarding various developments, ensuring exceptional service and support for clients.
- **Site Meetings:** Attend site meetings as required to facilitate communication and project updates.

Qualifications and Skills:

- **Experience:** Previous experience in a similar role is essential.
- **Communication Skills:** Excellent verbal and written communication skills to effectively engage with clients and stakeholders.
- **Attention to Detail:** A keen eye for detail to ensure accuracy in pricing and documentation.
- **Technical Proficiency:** Strong working knowledge of Microsoft Office, particularly Excel, for data management and reporting.
- **Proactive Approach:** Ability to thrive in a busy office environment, demonstrating initiative and a proactive mindset.
- **Driving License:** A clean and valid UK driving license is essential for site visits and client meetings.

What We Offer:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and collaborative environment.
- Professional development and growth opportunities

How to Apply:

To apply, please send your CV (including your National Insurance Number) to careers@simonbrien.com with the subject line **“New Homes Consultant”** outlining how you meet each of the skills and responsibilities.

Please ensure you clearly demonstrate how you meet the above criteria in your CV. Please also complete the attached **Monitoring form** (with National Insurance Number). Applications will be considered incomplete if the monitoring form is not returned.