

JOB DESCRIPTION

Vacancy: **Sales Administrator**

Vacancy Ref: **HRSA24**

Contract: **Full time**

Hours: **Monday to Friday 8.30am to 17.30pm & Saturdays as Rostered 9.30 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 one of Northern Ireland's leading Residential Estate Agencies and is at the forefront of the private resales, land and new homes market. The Simon Brien Land and New Homes Team would be regarded as market leaders in land transactions and new developments across Northern Ireland. We handle a diverse portfolio from small niche schemes of 2 to 10 houses, to large scale City Centre apartment developments to larger housing developments from 20 to 500 houses. Our Resales Team cover all of Northern Ireland from apartments to country residences.

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 Skills & Responsibilities:

The key skills and responsibilities include but are not limited to the following:

- Creating & Designing Brochure's
- Typing letters, reports, memos, brochure narrative, pricing schedules
- Copy & audio typing
- Diary management
- Presentation preparation
- Maintaining Client files
- Deal with Client queries
- General administration (filing, scanning, photocopying etc)

Criteria:-

- Proven experience in an Administrative Secretarial role (at least 2 years)

- Working knowledge of InDesign essential
- Excellent communication/organisational skills
- Confidentiality
- Attention to detail
- Excellent written and spoken grammar
- Excellent computer skills including Excel, Word, PowerPoint, Adobe Acrobat 8 Professional, Photoshop & Mail Chimp
- Well-presented and a team player
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How to apply

To apply, please send your CV (including your National Insurance Number) to careers@simonbrien.com with the subject line “**HRSA24 – Sales Administrator**” outlining how you meet each of the skills and responsibilities. Please ensure you clearly demonstrate how you meet the above criteria in your CV. Closing date Friday 26th July 2024.

Please also complete the attached **Monitoring form** (with National Insurance Number). Applications will be considered incomplete if the monitoring form is not returned.