Sales Administration

JOB DESCRIPTION
Hours: **Monday to Friday 9am 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: **Branch Manager/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 establishedexperience, and a professional and personal service for all our clients.

Simon Brien is looking for an experienced Sales Adminstrator to join our team.

Key Skills & Responsibilities:

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

- Designing and producing high-quality brochures, letters, client presentations, pricing schedules and marketing materials for residential properties.
- Collaborating with the sales team to gather property information, images, and relevant details for inclusion in marketing materials.
- Ensuring all designs are consistent with the company's branding and marketing strategies.
- Providing general administrative support, including answering phones, managing inquiries, and scheduling appointments.
- Maintaining and organizing client Files: Ensure accurate and up-to-date client file management by systematically organizing, filing, scanning, and photocopying documents, while adhering to confidentiality protocols and company standards for data protection.
- Managing incoming phone calls, directing them to the appropriate personnel and taking detailed messages when necessary.
- Maintaining a professional demeanor while answering phone calls, representing the company positively and fostering a welcoming environment for callers.
- Gathering relevant information from callers and walk-in clients to faciiliate efficient service and support, ensuring all inquiries are logged accurately .
- Perform follow-up calls to ensure customer satisfaction and address any unresolved issues from initial inquiries.

Qualifications:

- Proven experience in an Administrative Secretarial role (at least 2 years).
- Proficient in design software such as Adobe Creative Suite (InDesign, Photoshop, Illustrator) and Microsoft Office.
- Strong attention to detail and a keen eye for aesthetics and visual composition.
- Excellent communication and interpersonal skills.
- Ability to work independently and manage multiple projects simultaneously.
- Familiarity with Estate Agency terminology is a plus.

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 "**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.

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