



# Senior Sales Valuer/Negotiator

## Job Description

### Overall Job Purpose

Pinpoint Valuers are enthusiastic individuals committed to customer service, professionalism and building relationships with buyers to maximise sales and revenue opportunities in line with agreed targets.

<b>Key Responsibilities</b>	
<b>As a valuer negotiator for sales you will ....</b>	
<b>Valuations</b>	<ul style="list-style-type: none"> <li>• Prepare appropriately in advance of valuations e.g. gathering comparable sales evidence</li> <li>• Value property for sale, to be reflective of house and market potential value</li> <li>• Be aware of and promote the Pinpoint service, ethos and various marketing strategies</li> <li>• Agree and negotiate terms of sale with vendor to close instruction and gather specifications as per checklist including viewing instructions and providing advice /recommendations to vendor.</li> <li>• Record full details of all valuations on MyMri operating system</li> <li>• Provide and produce written valuations using Qube and/or Microsoft Word for clients</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Seek to generate new business by developing and using contacts to create new opportunities.</li> <li>• Ensure all the legal obligations and company standards are consistently met in representing the vendor including; sole agency agreement signed, photo identification etc.</li> <li>• Input vendor and property information fully and accurately onto MyMri</li> <li>• Use digital camera and measurer to take photographs and measurements</li> <li>• Liaise with marketing to ensure property is advertised in a timely manner and as required</li> </ul>
<b>Key accompanied viewings</b>	<ul style="list-style-type: none"> <li>• Respond to telephone, email and online enquiries, booking viewing appointments on MyMri</li> <li>• Prepare for and undertake key accompanied viewings and repossession property inspections</li> <li>• Pinpoint the requirements of prospective buyers and sign-post them to appropriate properties.</li> <li>• Register viewers on our computerised MyMri mailing list to receive information on future listings.</li> <li>• Obtain and provide viewing feedback to vendors in a timely fashion</li> <li>• Ensure appropriate Key Management systems are maintained as per procedures.</li> </ul>
<b>Sales Negotiations (Buyer and Seller)</b>	<ul style="list-style-type: none"> <li>• Build positive relationships with vendors, representing them in negotiations with prospective buyers in an honest, professional and customer-focused manner at all times.</li> <li>• Negotiate and qualify offers, ensuring the best price is obtained for the vendors</li> <li>• Accurate recording of all offers and sales activity on MyMri, processing the sale through the system and generating letters as required.</li> <li>• Monitoring sales as they proceed to completion, ensuring all parties are kept constantly updated, actively working to overcome or work around obstacles that may occur</li> <li>• Continue to liaise with marketing as appropriate to close out property.</li> </ul>
<b>Finance and reporting</b>	<ul style="list-style-type: none"> <li>• Drawing up invoice instructions using Microsoft Word and forwarding to accounts</li> <li>• Ensure all manual and computer based records are accurately maintained and up-to-date</li> <li>• Provide regular information and feedback to management on progress using MyMri reports and Microsoft Excel</li> <li>• Liaising with management and accounts regarding pipeline and debt recovery.</li> </ul>
<b>Records and General Administration</b>	<ul style="list-style-type: none"> <li>• Make sure stands, window displays, marketing information are up-to-date and replenished.</li> <li>• Undertake general administration duties as required (photocopying, filing, data entry)</li> <li>• Make sure a professional, clean and tidy workplace is maintained at all times.</li> <li>• Work as part of a team to ensure the needs of the business are met at all times.</li> </ul>

You may be required to undertake any other duties as may be considered reasonable within the remit of the role. Please note the contents of this document may be updated and role requirements changed subject to business needs.