**Sale Associate Role**

Non-Negotiables

* One genuine ISA per week – PAMP and time booked in calendar
* Communication with the Agent after every buyer appointment
* Action all Enquiries within an hour of receiving them
* eBrochure sent for all open homes on Friday by 12pm
* Saturday open home Attendees to be added with notes before leaving on Saturday afternoon
* Qualify Buyers, What price, What Area, Plans for current home
* All open home attendees Two Points of Contact by Monday 12pm
* Attend 1 Buyer Appointment minimum per day
* 20 buyer calls per day
* Settlement calls (2 days, 2 weeks and 2 months)
* 10 Hand Written cards posted per day
* Maintain Database
* Contracts 5% deposit, correct names or entity, checklist completed and handed to admin within 24 hours
* Weekly Checklist handed to Agent on Friday