

BUSINESS MANAGER

Provides exceptional service to Sam and Sam's clients. Assists Sam with the preparation of paperwork at the start of a campaign and database management

1. Database management – clients and properties
2. Prepare pre-appraisal, appraisal and listing kits
3. Prepare appraisal report
4. Send email introducing CSC and BM
5. Check property file is complete, scan and email contents to CSC team
6. Chase contracts if required
7. Intro call / email to vendor
8. Arrange team inspection
9. Set open times for the campaign
10. Complete sales particulars form
11. Confirm OFI times each week and send media reports to vendors
12. Arrange mid campaign and pre auction meetings
13. Co-ordinate e-blasts for Sam
14. Liaise with Sam's vendors on Sam's behalf
15. Sam's calendar management
16. Excludes team member diary management or contacting buyers

BUYER MANAGER

Provides exceptional service to buyers. Liaises with buyers, tenants and assists the listing agent with keeping the vendors up to date with campaign progress

1. Drop off pre-appraisal kits and appraisal reports
2. Make time with tenants to visit property and review (with CSC)
3. Call tenants to advise of plan and discuss any queries they may have
4. Collect keys for the property
5. Buyer call backs
6. Develop and manage a premium level buyer matrix/data base
7. Draft weekly vendor reports
8. Conduct private inspections
9. Coordinate pre-settlement inspections
10. Generate appraisals from OFI's & data base
11. Generate listings
12. World class open for inspections

CADET

Assists the team wherever possible with a variety of tasks.

1. Prepare OFI pack and conduct OFIs
2. Buyer call backs
3. Attend building/pest inspections
4. Conduct private inspections
5. Attend bank valuations
6. Prepare auction kits and auction bags
7. Conduct all cold prospecting tasks
8. Prepare pre-appraisal, appraisal and listing kits and assists Liz
9. Co-ordinate texts to buyers
10. Install forthcoming auction boards
11. Team Rig prospecting