



JOB DESCRIPTION

Job Title:	International Sales Executive
Reporting to:	International Sales Manager
Direct Reports:	N/A
Job Family:	Sales and Marketing
Job Purpose:	To provide an effective sales operation, achieving optimum selling prices and meeting sales targets, whilst maintaining the Company standards and delivering high standards of service at all times.

Key Responsibilities:	<ul style="list-style-type: none">➤ Maximise profits by achievement of new home sales, as well as choices and extras to suitable clients in line with agreed targets e.g. legal completions, average selling price➤ Business development to grow and establish a network of overseas agents, solicitors, and independent financial advisors➤ Develop existing agents' network by keeping them up to date with our product and ensuring we are at the forefront of their mind when selling to a client➤ Plan regular introducer events around launches.➤ Provide an excellent level of Customer Service to encourage promoter reviews from overseas purchasers, particularly through the exchange and completion process➤ To pitch and present London Square projects to both agents and buyers➤ Encourage and participate in all overseas marketing promotions such as UK sales suite event, wechat videos, agents and customers presentations organised by introducers➤ Responsible for reservation process, sales progression, and completions for overseas sales➤ Provide expertise in the Company's house types, specs, extras, and procedures➤ Match all schemes available to seek to secure the maximum possible sales, ensuring that all customers are qualified➤ Ensure that all paperwork and site administration is up to date, and required reports are completed within deadlines. Provide weekly management reports and updates to line management➤ Conduct local and market research, and competitor analysis in line with OFT guidelines in order to demonstrate excellent knowledge and awareness of the local area, amenities and current market➤ Promote mortgage arrangements, including referral to IMA, managing transactions and ensuring timely completions➤ Apply a date to working knowledge of all legal requirements (PMA, CML, H&S, Data Protection Act and Consumer Code)➤ Develop and maintain close and effective working relationships with all relevant internal colleagues and external contacts, in particular the International Sales Manager and Site Manager➤ Effectively manage the CRM database➤ Contribute PR/marketing proposals to the Sales Manager
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- Attend regular training courses as identified in the Sales Performance Tracker.

Knowledge and Skills:

- Fluent in verbal and written English
- Fluent or business level in verbal Mandarin or Cantonese
- Experience working in the property and construction industry, UK or international
- Educated to degree level
- Commercially astute with a good understanding of the market and competitors
- Understanding and acting upon customer needs to maintain company reputation
- Thrives on challenge, resilient and driven to achieve personal and organisational targets
- Able to remain calm and controlled under pressure
- Keeps up to date with new thinking including legislation, economic conditions and technology
- Communicates and negotiates persuasively- capable of influencing other assertively, building rapport with customers
- Embraces change and explores new ways of working to help the continuous growth of the sales operation
- Encourages and supports people in the team, sharing knowledge and best practice
- Able to build relationships across functions, internally and externally.
- Excellent communication skills
- Flexibility with hours, particularly with regard to weekends and bank holidays
- Responsible for reservation process, sales progression and completions for overseas sales.