

JOB DESCRIPTION

VERSION 2: MARCH 2016



JOB TITLE:	AUCTION VALUER
COMPANY:	SDL BIGWOOD
REPORTING TO:	DIRECTOR & HEAD OF RESIDENTIAL AUCTIONS- MIDLANDS
DIRECT REPORTS:	NA

PURPOSE OF ROLE

To grow the business by securing new properties to place into auction.

DUTIES & RESPONSIBILITIES

- Meet personal sales targets and ensure that customers are effectively managed, making sure that they are retained and future opportunities developed and exploited.
- Manage personal short and long term business opportunities to create a consistent, balanced and accurate sales pipeline.
- Create strategic relationships with key local channels to generate leads.
- Identify key decision makers in customer organisations and develop strong and trusted relationships with them.
- Inspect and value a wide variety of property.
- Report to customers on suitability of their property for auction and likely achievable figures.
- Produce catalogue entries.
- Undertake marketing and pre auction negotiations.
- Liaise with customers throughout the pre-auction marketing period.
- Attend regular auctions and deal with post auction enquiries.
- Any other duties as assigned by your Line manager.



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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
KNOWLEDGE & QUALIFICATIONS	
<ul style="list-style-type: none"> ▪ Good knowledge of Midlands Property market. ▪ Demonstrable knowledge of appropriate networks and channels within Midlands 	
EXPERIENCE	
<ul style="list-style-type: none"> ▪ Experienced in valuing and marketing property in the Midlands ▪ Proven success in generating new business ▪ Demonstrable experience of providing exceptional customer service 	
SKILLS & COMPETENCIES	
<ul style="list-style-type: none"> ▪ Excellent business development skills. ▪ Excellent communication skills both written and verbal ▪ Diligent with attention to detail ▪ Prioritise and manage own workload. ▪ Excellent customer service skills ▪ Well connected in property circles and have an existing client base. ▪ Achieving sales targets in a fast growing sales environment ▪ Strong ideas generation and team work, contributing to an effective, efficient process that supports the development of the business ▪ Experience of negotiating/influencing/networking including highly developed presentational skills –to secure sales ▪ Results-driven and entrepreneurial ▪ Innovative and creative ▪ Energetic and confident ▪ Structured and organised ▪ Honesty and integrity 	
OTHER	
<ul style="list-style-type: none"> ▪ Legally entitled to work in the UK ▪ Successful completion of Pre-Employment Screening (PES) ▪ A car owner and clean driving licence 	