

# JOB DESCRIPTION

## VERSION 2: MARCH 2016



<b>JOB TITLE:</b>	<b>ASSISTANT AUCTION VALUER</b>
<b>COMPANY:</b>	<b>SDL AUCTIONS BIGWOOD</b>
<b>REPORTING TO:</b>	<b>DIRECTOR &amp; HEAD OF RESIDENTIAL AUCTIONS- MIDLANDS</b>
<b>DIRECT REPORTS:</b>	<b>NA</b>

### PURPOSE OF ROLE

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

### DUTIES & RESPONSIBILITIES

- Assist Valuers with Auction Appraisals (valuations/measure-ups/photographs)
- 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.
- 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.
- Carry out Auction Viewings across the Midlands region
- Any other duties as assigned by your Line manager.



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### PERSON SPECIFICATION

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