



## Sales & Marketing Coordinator

### Introduction to the role

We are looking for an experienced Sales & Marketing Coordinator to join our growing team based in Wakefield, West Yorkshire. As a key member of the sales team, you will provide administration support to the Sales Manager and Sales Executives for the region and support the sales team to achieve the sales targets for the period and ensure the exchanges and legal completions are achieved within the appropriate timescales.

Marketing will also be part of this role, making sure the website is updated regularly and that we are advertising on all necessary platforms. We need somebody who thinks outside the box and has confidence to speak with business owners, schools, customer, residents and more.

### Key Responsibilities: -

- Liaise with Sales Executives and the conveyancing Solicitors to ensure reservations are reported from exchange to legal completion
- Produce weekly sales and marketing reports for the Sales Manager
- Take responsibility for the processing of extras
- Producing plot specific statements for the site/sales team
- Provide solicitors with a statement of any outstanding balances to add to completion statement
- Check all completion statements
- Update the weekly sales activity sheets
- Arrange contracts and transfers for signatures
- Liaise with the build department regarding certificates and moving in dates
- Respond to daily correspondence
- Provide general administrative support to the sales team
- Ensure all systems are kept up to date
- Keep website current, posting news stories and refreshing home page when needed
- Create and post on all social media platforms (FB, Instagram and TikTok)
- Prepare and send mail shots
- Attend developments to take photos and meet with residents for testimonials where possible
- Set up spreadsheets for sales and marketing

### The ideal candidate: -

- Previous experience within a sales administration role
- Experience of working in the new build industry (sales/marketing)
- Experience of sales activities on sites
- Fully conversant with all Microsoft packages
- Ability to communicate with people at all levels
- Team player that will chip in where needed



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The package: -

*Competitive Salary*

*Discretionary Bonus Scheme*

*Healthcare Membership*

*Immediate auto pension enrolment*

*Private Medical Insurance*

*Holiday entitlement of 26 days plus bank holidays*

#### **Introduction to the Company**

The rebirth of NorthCountry Homes heralds the re-emergence of a business dedicated to getting young working-class people and first-time buyers into home ownership and wealth creation, by providing low-cost homes for sale throughout the North of England.