

<b>Job Title:</b>	Holiday Home Sales Executive
<b>Base:</b>	Searles Leisure Resort
<b>Reporting to:</b>	Holiday Home Sales Manager
<b>Job Purpose:</b>	<p>The postholder will work as part of a small team and assist with the effective day to day operation of the Holiday Home Sales Team. You will be responsible for all aspects of holiday home sales and the after sales service.</p> <p>With the role being highly customer focused, you will be a friendly, organised person with a professional approach, great administration and written skills, and an excellent eye for detail and excellent communication skills.</p> <p>You will support the Company's mission and objectives through compliance to Policies and Procedures.</p>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• The entire sales cycle of holiday homes to meet company targets. From enquiries, showcasing the company, to following up, closing the deal and achieving that top-line.</li> <li>• Being innovative with new opportunities and creating value at every touch point with our customers.</li> <li>• Handling general administration in the Holiday Home Sales Department.</li> <li>• Delivering excellent &amp; professional customer service.</li> <li>• Answering any telephone and email enquiries.</li> <li>• Report any maintenance issues and requirements of new equipment.</li> <li>• Ensure the key tracking system is accurate and orderly at all times.</li> <li>• Ensure that any documentation that holds customers details is stored securely or destroyed in compliance with GDPR.</li> <li>• Ensure any customer enquiries and after sales services are acted upon as quickly and efficiently as possible and report complaints to the Relevant Managers.</li> <li>• All communication and paperwork relating to the sale of a holiday home.</li> <li>• Comply to all regulations and policies such as Data Protection Act, Health &amp; Safety and Safeguarding, ensure a safe working environment for all staff members.</li> <li>• Adhere to company and department policies and procedures.</li> <li>• Participate in training and development activities for continuous professional development and participate in team meetings.</li> <li>• To act as an ambassador for the business and ensure that the Company is promoted externally on all occasions.</li> <li>• Support the company's mission and objectives through compliance to Policies and Procedures.</li> <li>• To perform any other duties as required by the Sales Manager or Deputy.</li> </ul>
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Holiday Home Sales Team</li> <li>• Marketing Team</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintenance Manager</li> <li>• Grounds Supervisor</li> <li>• Estate Services Administrator</li> </ul>
<b>Education, Training &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Proven track record within the Holiday Park Industry (desirable)</li> <li>• Sales Experience</li> <li>• Teamwork skills and the ability to act as the public face of the business</li> <li>• Computer literate with proficiency in Microsoft Office.</li> </ul>
<b>Disposition &amp; requirements:</b>	<ul style="list-style-type: none"> <li>• Full valid Driving licence for UK</li> <li>• Flexible Schedule for Working Hours</li> <li>• Maintain a professional standard of work attire.</li> <li>• Excellent Verbal and Written Communication Skills</li> <li>• A passion for delivering excellent Customer Service</li> <li>• Able to take initiative.</li> <li>• Professional, Thorough, Organised and Efficient.</li> <li>• Enthusiastic and Energetic Team Player</li> <li>• Friendly Demeanour</li> </ul>
<b>Hours of Work:</b>	As detailed in contract to include weekends and Bank Holidays.