

Business Agent, Manchester (0133)

Purpose of the Role

To sell and acquire businesses on behalf of both private and corporate clients by using the proven Christie & Co procedures and processes.

Duties and Responsibilities

- Generating business through the use of email, telephone prospecting, individual initiatives and being aware of market activity;
- Responding efficiently and effectively to enquiries from clients and applicants;
- Preparing marketing literature;
- Generating inspections;
- Working to and achieving targets;
- Developing and liaising with key contacts, including solicitors, accountants and other professional bodies;
- Understanding Accounts and Leases;
- Using valuation techniques;
- Cross-selling Group companies;
- Dealing with all clients in a timely and appropriate fashion;
- Building internal and external relationships.

General Responsibilities

- To present and promote Christie & Co as a professional organisation with the highest standards of excellence and care;
- To contribute to the development of Christie & Co's corporate image and perception as a whole by demonstrating quality, consistency and reliability;
- To comply with company policies regarding Equal Opportunities, Health & Safety, Data Protection and Environmental Impact.

Skills & Experience

- A minimum of two years of previous experience within a similar role;
- Strong track record in sales;
- Proficient in Microsoft Outlook, Word and Excel;
- Degree level education or equivalent;
- Excellent English writing and presentation skills;
- Knowledge of trade sector and current market trends;
- Knowledge of relevant legislation such as the Consumer Protection from Unfair Trading Regulations, Business Protection from Misleading Marketing Regulations, Business Protection from Misleading Marketing Regulations, Estate Agents Act and Money Laundering Regulations;
- Report preparation skills.

Personal Characteristics

- Professional with high standards;
- Able to develop strong working relationships;
- Sales and service-oriented;
- Interpersonal skills;
- Communication skills, including listening carefully and giving feedback;
- Numerate with strong analytical skills;
- Meticulous and methodical in approach;
- Self-motivated and able to use initiative;
- Driven and energetic;
- Honest and trustworthy;
- Team player;
- Critical thinking and problem-solving skills;
- Strong organisational skills;
- Calm, considered approach when handling diverse demands;
- Able to work under pressure and to deadlines;
- Able to work independently and as part of a team.

If you are interested in applying for this role, please contact our People & Development team at: jobs@christie.com.