**Role:** Sales Manager  
**Salary:** c.£30000 DOE £75k - £100k OTE  
**Location:** West Kensigton and Woking  
**Start:** ASAP

**Sales Manager:**OPR Are currently recruiting for an internationally established property company with offices worldwide. We are looking for a motivated and driven assistant property manager/ administrator candidate to join our busy Property Management department in our Woking Office. We specialise in residential sales, lettings and property management.

**Character profile:**We are looking for an intelligent, articulate, focused candidate. Most importantly you need to be very organised and possess good IT skills. A strong multi-tasker and have the ability to manage your time effectively, whilst prioritising duties. Exceptional written and verbal communication skills are essential as well as the ability to handle a variety of difficult customers and find solutions to their problems quickly and efficiently. There will be opportunities for development and growth both nationally and internationally.

**Job Role:**

You will be managing a team of 4 sales agents, based in the West Kensington and Woking Office. Our client are looking to grow the amount of Sales agents they have and are looking for a Sales Manager that can drive the business forward to new levels of success. Experience within property is not essential. This client has a vast client base of wealthy people from abroad (mainly from within Banking in the middle east and Hong Kong), who want to buy property in the UK. Any one from a Sales Manager back ground will be considered.

* **Manage Sales Agents**
  + Keep agents motivated to close sales. Set sales goals, compare performance to goals, and adjust goals as needed
  + Conduct team meetings and offer advice and incentives for agents to achieve goals.
* **Train Sales Team**
  + Develop and implement training programs that teach sales agents how to get customers, negotiate real estate deals, acquire financing, and properly fill out sale paperwork
* **Maintain Client Relationship**
* **Meet with Clients**
* **Stay Informed on Real Estate Industry**

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".