

CONSULTANT

KEY RESPONSIBILITIES AND COMPETENCIES

General

- Being proactive and wanting to move things forward – without that, you can't close a deal!
- Maintaining an overview of the commercial real estate market
- Expansion of knowledge of the field, and increase of expertise

Representation

- Regular communication with developers, owners and interested parties
- Professional presentation of the company to third parties
- Representation of the company at meetings

Sales

- Monitoring the activity of property owners / tenants, and competitors
- Communication with colleagues, partners, clients and third parties with the aim of maximising sales potential
- Establishing collaboration and building relationships with owners and tenants
- Negotiating collaboration conditions
- Continuous expansion of menu of properties and space for rent / sale
- Active and passive offering and advertising of real estate in own locality / portfolio with the aim of finding interested parties
- Organisation of meetings and property viewings
- Mediation during negotiations with the aim of completing the transaction
- Offering or provision of other services (analyses, reports, studies, valuations etc.)
- Offering other departments' and third party services with the aim of maximising sales potential
- Securing of commission on the basis of the contract / agreement after the successful closure of the transaction

Records

- Properties
 - Updating of menus in internal systems
 - Records of materials and sources
- Sales cases

- Records of sales cases, and contract information, in CRM
- Records of inquiries and offers

- Tasks
 - Records and updating of tasks for support, marketing, research and call sales using CRM

Collaboration and sharing

- Sharing of relevant information with colleagues
- Collective activity – involvement of colleagues if it has a positive effect on the completion of the sales case
- Option of using support positions as support during sales activity
- Supplementation and verification of market information and data for the Research Department

SKILLS AND CONDUCT

Hard Skills:

- Business practices
- Work with numbers
- Excellent level of oral and written English
- Knowledge of work on PC, orientation on the Internet
- Good knowledge of Microsoft Office

Soft Skills:

- Good behaviour
- Ability to form and convey information well
- Communicativeness
- Ability to persuade / charisma
- Resistance to stress

Conduct:

- Proactiveness
- Good behaviour
- Single-mindedness

- Thoroughness and responsibility
- Independence and loyalty

EXPERIENCE AND QUALIFICATIONS

Required experience:

- Minimum 2 years' experience in a sales position

Education and qualifications:

- Secondary school / university, economics or construction orientation an advantage