



BURRINGTON
ESTATES

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| Job Title: | New Homes Sales and Production Administrator |
| Location: | Exeter, Devon |
| Contract Type: | Full Time (37.5 hours) |
| Salary: | Competitive |

Job Description

This is an exciting opportunity to join a leading South West property developer, at the forefront of high quality new development in the South West. With an extensive track record of success in creating first-class, design-led, new home, residential schemes, Burrington Estates (New Homes) portfolio encompasses small to medium distinctive developments.

<http://www.burringtonestates.com>.

We are looking for a Sales and Production Administrator within our New Homes business, who has excellent customer service skills, strong attention to detail and organisational abilities, to deliver a first-class service.

The successful candidate will be responsible for the day to day administration, supporting the Sales and Production teams.

The Role:

- Monitor the sales and production enquiries inbox and daily answering of telephone calls,
- Enter and maintain sales, production and customer details as required,
- Produce weekly, monthly and other reports required by the business in accordance with the necessary timescales,
- Receive, log and manage reports on our sales and production software,
- Ensure all databases are maintained and regularly updated,
- Co-ordinate the distribution of information between Sales, Marketing and Production, and other departmental functions within the business,
- Undertake wider general administrative tasks as needed within the business

The Person:

- Customer focused always
- Excellent communication and telephone manner
- Ability to work independently and prioritise items
- Exceptional organisation skills
- Excellent IT skills and familiarity with operations of databases, Microsoft and cloud-based IT programmes



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In a customer facing role, following interview, Burrington Estates require a successful DBS check to be completed.

Burrington Estates has a reputation for creating imaginative, luxury residential apartments, houses and projects – set apart from volume providers. Through outstanding customer service, desirable locations, innovative developments and attention to detail, every Burrington Estates' home is unique, therefore if you would like to join this thriving company please forward your CV and covering letter to: **natalie.tucker@burringtonestates.com**.