



Sales Assistant - Job Description

Role (what we need you to do)

- Grow our core maintenance subscription client base
- Drive the success of our innovative, modern property management model
- Engage potential clients, send out brochures by email
- Give sales presentations to new potential property management clients
- Distribute flyers
- Network and promote MPS property management services
- Report to office manager
- Update database of potential clients
- Answer questions for new clients
- Build lasting relationships, follow up on all enquiries and update spreadsheets
- Close new property management clients and handover to administrative team
- Achieve set targets
- Believe in our business to give clients unmatched peace of mind. Become part of our mission to give owners more time, value and comfort.

Character (does this sound like you?)

- An intelligent, ethical and confident person with high integrity who takes pride in doing a great job and helping people
- Ability to answer tough questions under pressure
- Ambitious, action person who can close deals
- Cares about happy customers
- Organized, punctual & reliable
- Can prioritize and use time wisely
- Ability to identify and avoid problem clients, able to reject business from difficult clients for the sake of the team
- Can understand instructions and follows set operation procedures
- A dynamic over achiever who prides in a job well done
- Ability to work remotely
- Disciplined
- Results orientated

Technical Skills

- Email
- Social media
- Full knowledge of business services (training provided)
- Excel spreadsheets
- Google drive

Experience

- Previous sales experience essential (please provide evidence in CV) any kind of sales background will be considered

Languages

- English & Greek (essential)
- Russian (bonus)

Hours

- Flexible



- Self autonomous
- Hybrid working mostly remote with few hours in office

Remuneration

- Full training given
- No Basic Salary
- HIGH commissions
- Mobile phone
- Lap top
- After proven sales targets are met, bonuses will be offered in terms of sales commissions and company car etc

How to apply:

1. Send your CV by email to Melissa@MeliPropertyServices.com
2. Attach the answers to your personality test <https://www.tonyrobbins.com/disc/>
3. Please do not call or visit the office as we will disqualify applicants that don't follow instructions