

Resident Sales Officer**£36,587 per annum (eligibility for up to 5% Performance Related Pay)****Full-time, permanent****Based in North London, N17**

Newlon Housing Trust is a successful charitable housing association and one of the major providers of new affordable housing in north and east London.

In this key role, you will be responsible for managing the day to day function of key sales services to Newlon residents including Resales, Staircasing, Right to Buy, Right to Acquire and Lease Extensions. Liaising effectively with Solicitors, Surveyors and Estate Agents, you will manage transactions from application stage through to completion. You will also play a leading role in the marketing and promotion of our products to a range of client groups.

Having previously worked in a similar role involving property transactions, you will have a good knowledge of leasehold/freehold sales within a housing organisation or local authority and an understanding of landlord, tenant and leasehold responsibilities. You will have a strong customer focus and proven track record of providing an effective service to a wide range of residents.

A self-starter, you will feel confident working on your own and have the ability to plan and organise your own workload, as well as working as a key member of our team in delivering an effective and efficient service to our residents across a wide range of sales products. You will have experience in a customer-focussed environment, with excellent telephone and written communication skills and the ability to use a wide range of IT systems.

In return, you can expect 27 days holiday, a non-contributory pension, excellent benefits and a flexi scheme. We currently offer hybrid working with the opportunity to work from home on some days, dependent on the requirements of the role. You'll also be working out of purpose-built offices that form part of the award-winning Hale Village regeneration project, and are situated just two minutes' walk from the major transport interchange at Tottenham Hale.

For further information and details of how to apply, please visit our website:

www.newlon.org.uk/vacancies

Closing date: Monday 25th April at Midnight

Assessments will be held on: Tuesday 3rd May to Sunday 8th May (Virtual)

Interviews will be held on: Wednesday 18th May (face to face)

Newlon Housing Trust is a charitable housing association and a committed Equal Opportunities employer.

No agencies please.