

## **Property Auctions Coordinator**

This is a very, very exciting role for an Auctions Coordinator as you will essentially be growing the division from scratch!

This role is for a hungry and self-determined individual who believes they have what it takes to help run the entire division within a few months!

Role:

- Call, nurture and refer auction leads at strong quality
- Be the reliable and sole point of contact for auctions-related propositions in the Doorsteps Head Office with external support from Vicky, Akshay and the external mortgage partners
- Adhere to targets in line with referrals and property sales via auction each week/month
- Manage queries relating to auction referrals via other means and other staff
- Educate other members of the Doorsteps team and carry out internal training and external training on the auctions proposition
- Offer contributions to the auction flows and manage lead generation sources

Structure:

- Weekly morning meeting - with the General Managers and Managing Director - discussing the auction proposition
- Weekly targets with:
  - Number of leads (on airtable) - in total
  - Number of referred
  - Number of new listings
  - Number of sold properties
  - Weekly call on a Monday morning with the auction partners also
  - Daily auction board/EOD report
  - Monthly/weekly check on conversion rates/targets Monthly/weekly check on training sessions needed – and get in touch with our current auction partners

Comp structure:

Commission based structure whereby you will earn £50k+

- Quarterly bonus of up to £500-1k based on hitting targets plus share options

- Weekly incentives for hitting weekly target, or on conversion rates (e.g % of call to lead, or lead to listing or listing to sale etc