

**Job Code:** Sales Maintenance Operative

**Reporting to:** Regional Sales Director/Sales Manager

**Purpose:** Maintain marketing suites and showhomes

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<b>Achieving Results</b>
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- Marketing suite/showhome presentation
- Stock control
- Liaison with sales/site
- Health, safety and environment

<b>Managing the Process</b>
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- Maintaining the presentation and condition of the sales arena.
- Maintaining the presentation of all showhomes and marketing suites and redecorating as necessary.
- Maintaining a safe access way to the marketing suite in all weather conditions.
- Assisting with directional signage and flags where applicable, check and replace any missing signage.
- Responsible for storage and sales materials and transfer between developments.
- Responsible for the distribution of sales collateral to sites including stationary.
- Assisting the Sales Managers where necessary.

<b>Serving the Customer (Internal and External)</b>
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- Being an ambassador for Lovell at all times.

<b>Delivering Quality</b>
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- Monitor the quality of work to ensure compliance with Company quality standards.
- Ensure sales arena is kept tidy and presented in a clean and tidy manner.
- Maintaining a safe working environment.

<b>Managing People</b>
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**Comply with Lovell Policy and Employment Legislations, relating to;**

- Health, Safety and Welfare

**Regularly Communicate**

- Carry out daily / weekly / monthly communication with site managers and their teams

<b>Technical Skills and Knowledge</b>
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	Basic	Intermediate	Advanced
Knowledge of NHBC Regulations			
Knowledge of Building Regulations			

Knowledge of good trade practice			
Understanding of quality standards			
Knowledge of Health and Safety Regulations			

### Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.