

JOB DESCRIPTION – SALES EXECUTIVE

Looking for talented, super ambitious sales person in our sales team. Interact with customers and clients for driving sales. Must have good real estate knowledge and background, must know how to handle real estate clients and their requirements. Must have good marketing skills and presentation skill with goods manners.

Job Title	Sales Executive
Functionality	<p>Drive customers to sales:</p> <ol style="list-style-type: none"> 1. Tele-Calling 2. Client Meetings 3. Site Visit 4. Deal Closure
Reporting	Sales Head
Responsibility	<ul style="list-style-type: none"> • Tele pitching prospective leads about the projects and providing all information and query resolution to drive those leads to scheduled site visit. • Help Clients to make the right decisions with their requirement and explain the various projects based on their requirement • Assist and manage lead acquisition, data management, client acquisition, client grievances, and reporting issues successful conversion. • Drive Sales: Lead Generation (Referral Leads, Cold Calling, Lead Cleaning) to Site Visit to Closure • Achieve the company sales target (Project: Quarterly) • Create, run survey campaigns and assist the Sales and Marketing Team for Project Designing and Launch • Build relationship with new customers to drive sales • Build relationship with existing customers to generate reference sales. • Conduct Site Visit (Virtual and Physical)
Key Performance Index	<ol style="list-style-type: none"> 1. Achieving high cold lead conversion into site visits 2. Achieving high sales conversion and outperforming the targets (Converting site visits to closures) 3. Referral Lead Generation 4. Building the Team and grooming into a team leader.

Core Responsibilities

Tele Calling

- Calling Leads and qualifying the lead for site visit (Handling Customer Inquiry). Attending In-bound and outbound marketing calls to leads generated through various marketing activates.
- Responsible for entire pre-sales function, from leads handling to customer site visit to closure
- Providing information to clients with real estate requirement over calls, email, WhatsApp
- Follow-up with Customer. Doing regular follow-ups and ensuring customer site visit.
- Addressing issues & feedbacks from your clients – over calls, site visit and post visit follow-ups
- Co-coordinating with sales team after site visit, updating and maintaining daily, weekly and monthly reports. Daily tracking and reporting of lead metrics
- Manage and solve client queries, concerns and grievances. Resolve customer complaints quickly and effectively

Site Sales

- Convert prospects into clients by show-casing projects and inventories best matching to their needs and requirements.
- Use leads shared by the company with an objective to turn them into customers. Generate self-leads (Through referrals, business directories) to convert them into customers.
- Follow-up with customers over telephone, email, WhatsApp – visit customers at their preferred venues, provide end to end guidance to customers during site visit and post site visit.

Overall

- Client Data Management - Collecting and updating the database and CRM. Scheduling meetings and assigning the lead to the ground sales team.
- Understand customer needs and develop plans to address them
- Building relationship and driving sales to match targets. Build long-term relationships with clients and customers. Identify key staff in client companies to cultivate profitable relationships
- Maintain all customer records of interaction, booking through the CRM application
- Be compliant with the policies and procedures of the organisation as well as the applicable local

Experience	4-5 years of Experience as Real Estate Sales and Site Visit Sales with any Real Estate Company or Real Estate Affiliated Company. Must have experience of Tele-Calling, Tele-Pitching and sales conversion.
Technical Skills	<ul style="list-style-type: none"> • Microsoft Office (Excel, Words, Powerpoint etc) • CRM (Customer Relationship Management Tools)
Non-Technical Skills	<ul style="list-style-type: none"> • Ability to understand requirements of prospects and decent aptitude to understand and pitch property solutions to prospects. • Good selling and negotiation skills • Experience in direct sales. • Good writing skills • Excellent oral communication skills • Ability to guide and direct teams • Ability to work under pressure with extremely tight deadlines • Problem-solving attitude • Aptitude for fostering positive relationships • Teamwork Skills • Customer-oriented mind-set • Understanding of Real Estate
Education	Graduated from a reputable institution with English as the Primary Language.
Salary Offered	Rs 30,000 Per Month
Job Type	Permanent