

---

## Job Description – Sales Executive

Department : Sales

Reports to : Manager- Sales

The key overall objective of the Sales Executive is to achieve the company's revenue and customer satisfaction goals by implementing sales strategy and operations of the organization.

### Key Accountabilities:

- Achieving goals and objectives as communicated.
- Maximizing referral sales from existing customers by creating a stellar customer experience.
- Ensuring high levels of customer satisfaction.
- Prepare buyer profiles, product and market information to enable product design during the predevelopment process.
- Coordinate preparation of sale agreements, disclosure statements viz cost sheet, sale deed and loan documents, budgets with the development and legal teams.
- Manage the maintenance and use of the company's ERP software.
- Conduct regular competitive market analysis to ensure that the company is well-positioned against competitors.
- Coordinate with the Marketing Sales Executives to regularly obtain feedback from buyers and prospects via surveys, focus groups, and social events.
- Prepare and present sales and traffic reports at staff meetings.
- Prospect/leads management and reporting.
- Qualifying and following up with prospects, booking sales appointments.
- Sales management and other responsibilities as needed including documentation and reporting.

### Skills:

- Should be a good Communicator& self-initiator
- Dynamic and ability to demonstrate goodteam personnel.
- Computer savvy with a good command on MS Office especially Excel and Power point.
- Online Marketing know-how pertaining to Real estate marketing portals, selling platforms etc.

### Experience:

- A graduate having minimum of 2 to 4 years of experiencein B-to-C marketing, preferably in Real Estate, Home/Mortgage Loans etc.