

Executive / Senior Executive, Sales

Job Responsibilities:

The Incumbent is responsible for most or all of the following areas:

- Involve actively in the sales activities ensuring that established sales target are achieved, e.g. roadshow, exhibition, networking events and etc.
- Cold calls and follow up leads closely
- Understand the products well and able to present and provide professional advices to assist customers to make decision for their choice unit
- Promote, sell or secure business from existing and prospective customers through a relationship-based approach.
- Follow up and coordinate for SPA signing and loan application for buyers
- Constant follow up with customers for the latest updates of projects/ new launches
- Manage and key in the database in the system and produce relevant reports as required.
- Provide support to Marketing activities of the Company

Job Requirements:

- Minimum SPM / Diploma in any discipline
- Fresh graduate or preferably 2-3 years of relevant working experience in property development.
- Good written and verbal communication skills (English is required).
- Proficient in MS Office applications.
- High level of integrity, initiative and results oriented.
- Ability to communicate effectively with all level of personnel.