

Executive, Sales Admin

Job Responsibilities:

- Prepare and coordinate the signing of all relevant documentation
- Liaison with clients, solicitors and end-financier to ensure smooth Sales Administration activities execution (i.e. from start-up to delivery of vacant possession).
- Manage system operations including data entry into eProDev.
- Monitor and follow-up on collection of sales proceeds.
- Produce relevant reports including billings, statements, reminders, payment receipts and other documentation in timely manner.

Requirements:

- Bachelor's Degree in related discipline
- Minimum 2-3 years of relevant working experience, preferably in property development
- Good written and verbal communication skills (English is required).
- Proficiency in MS Office applications.
- Ability to evaluate multiple highly detailed tasks, determine priorities and organize work for maximum delivery result.
- High level of integrity, initiative and results oriented.
- High confidentiality in handling clients' data.
- Attention to details
- Ability to communicate effectively with all levels of personnel.