

Sales Consultant

JOB DESCRIPTION

Position Summary

Reporting to Sales Manager, this role is responsible for maximizing sales and delivering the most effective and creative sales strategies.

You will:

- Make Cold calls to arrange meetings with and show potential customers around a property and answers all enquiries
- Participate in networking, business and social events and ensure they adhere to sales budget
- Identify the needs of potential buyers and make the sale
- Develop and maintain a relationship with customers and other stakeholders
- Conduct and update research on competitors and market conditions (Rental Rate-Office, Apartment, Retail space)
- Ensure that clients' profiles and all required documents are accurate and complete
- Prepare and record booking forms and contracts accurately
- Develop, maintain & update the sales department database
- Distribute details of new properties on the market to people in the sales database
- Coordinate with the project management team to verify unit modifications & ensure accurate record keeping
- Liaise between accounting and clients to follow up payments
- Resolve the customer complaints by developing solutions and preparing reports
- Prepare and manage all sales admin related duties
- Support marketing team in event preparation and management
- Maintain quality service by establishing and enforcing organization standards
- Perform other tasks as assigned

What you have:

- Bachelor Degree preferred
- 1+ years of sales experience
- Experience in property development or real estate company is a plus
- Good at math
- Good spoken and written English. Ability to speak basic Chinese is a benefit.
- Good understanding of the property tax
- Strong intrapersonal skills, sales skills, marketing skills, and/or management skills beneficial
- Good at public speaking
- A strong team player with ability to handle sensitive client information
- Highly committed and able to work under pressure
- Able to use MS. Word, Excel, internet, email, and social media such as Facebook