

JD for the role of Sales Executive

Role: Sales Executive

Opening: 4

Package Range- 7-12 LPA

Experience: 3-6 years

1. Lead Management & Conversion

- Ensure timely follow-up on all assigned leads.
 - Convert leads into site visits or virtual tours through effective communication and engagement.
 - Provide a positive first impression to potential clients through professional and courteous interactions.
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2. Sales Performance & Revenue Targets

- Achieve assigned monthly and quarterly sales targets.
 - Drive conversions from site visits to successful closures.
 - Contribute to the overall revenue generation by actively promoting assigned projects.
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3. Customer Relationship Management

- Maintain regular and meaningful engagement with potential and existing clients.
 - Update and manage client information accurately in the CRM system.
 - Address client queries promptly and provide solutions to enhance satisfaction.
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4. Site Visits & Presentations

- Organize and conduct site visits or virtual tours to showcase projects effectively.
 - Ensure clients are well-informed about the features and benefits of the properties.
 - Deliver professional and compelling presentations to highlight project value.
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5. Market Knowledge & Product Expertise

- Stay updated on all project details, pricing, and offerings.

- Monitor and report on competitor activities and market trends.
 - Equip oneself with comprehensive knowledge to handle client inquiries effectively.
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6. Collaboration & Teamwork

- Coordinate with internal teams to resolve client issues and ensure a smooth process.
 - Share feedback and insights with the sales and marketing teams to improve strategies.
 - Support the team in achieving collective goals and delivering exceptional service.
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7. Reporting & Compliance

- Submit accurate and timely sales reports as required by the management.
 - Maintain proper documentation for all sales transactions and client interactions.
 - Adhere to company policies and procedures in all activities.
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8. Customer-Centric Initiatives

- Actively participate in events or promotional activities to engage potential clients.
- Provide suggestions to improve customer experience during site visits and sales processes.
- Build trust and long-term relationships with clients through consistent communication and support.