

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.

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.

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.

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.

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.

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.

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.

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.