



## JOB OPENING FOR SALES EXECUTIVE

Job Category:	Sales
Role:	Sales Executive
Role Category:	RESIDENTIAL   COMMERCIAL   RETAIL Sales
Qualification:	Graduate / Undergraduate with 1 + Years experience in Real Estate Sales
Job Location:	Borivali (W), Mumbai.
Experience:	Minimum 1 + Years experience in Real Estate Sales

### Job Description:

- Attend to all enquires for sales.
- Closely tracking sales leads.
- Participate in exhibition & property shows for Project Promotion.
- Outstanding follow up.
- Follow up for Stamp Duty & Registration of flats
- Dealing with the customers.
- Maintaining customer's record.
- Follow up complaints of clients
- Maintaining relationship with customers.
- Communication and coordination to Head Office.
- Keeping Track on construction activities of surrounding Area.
- Looking after customer care.
- Inspection and handing over the flats.
- Time keeping of employees.
- Office Administration.

### Desired Candidate Profile:

- Presentable candidates with very good communication skills are most preferred.
- Should have good Computer Knowledge specially in Word, Excel, Power Point, Internet, etc.
- Should have good Presentation / Negotiation skills.
- Candidates staying near Borivali – Kandivali will be preferred.
- Graduate / Undergraduate with 1 + years of experience in sales.

**Suitable Candidate can post their CV's on: [careers@bhoomirealty.in](mailto:careers@bhoomirealty.in)**