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## Job Description – Sales Manager

Department : Sales

Reports to : Director-Marketing

The key overall objective of the Sales Manager is to achieve the company's revenue and customer satisfaction goals by creating, managing and implementing sales strategy and operations.

### Key Accountabilities:

- Achieving sales team goals and objectives.
- Sales team staffing, training, morale, and motivation.
- Maximizing referral sales from existing customers by creating a stellar customer experience.
- Ensuring high levels of customer satisfaction.
- Prepare buyer profiles, product and market information to enable product design during the predevelopment process.
- Coordinate preparation of sale agreements, disclosure statements viz cost sheet, sale deed and loan documents, budgets with the development and legal teams.
- Manage the maintenance, training and use of the company's ERP software.
- Conduct regular competitive market analysis to ensure that the company is well-positioned against competitors.
- Oversee sales team coordination with execution.
- Coordinate with the Marketing Sales Executives to regularly obtain feedback from buyers and prospects via surveys, focus groups, and social events.
- Provide dynamic and creative leadership: recruit, mentor and inspire the sales team
- Develop and maintain the annual strategic sales and marketing plan in conjunction with the Director-Marketing.
- Prepare and present sales and traffic reports at staff meetings.
- Prospect/leads management and reporting.
- Qualifying and following up with prospects, booking sales appointments, and organizing display tours.
- Coordinating signage, collateral, and campaigns with Marketing team.
- Sales management and administrative responsibilities as needed including documentation and reporting.

**Skills:**

- Should be a good Communicator& self-initiator
- Dynamic and ability to demonstrate good Leadership skill.
- Computer savvy with a good command on MS Office especially Excel and Power point.
- Online Marketing know-how pertaining to Real estate marketing portals, selling platforms etc.

**Experience:**

- A graduate having minimum of 8 to 10 years of experiencein B-to-C marketing, preferably in Real Estate, Home/Mortgage Loans etc. PG MBA/MBA candidates will be given preference.