the baya company

Job Description

1. To make daily sales calls to prospective clients & explain them about the projects
2. Schedule site visits, handle Inbound & Outbound calls
3. Do regular follow up calls with past clients, clients who have visited the site etc.
4. Responsible for handling raw data for conversion
5. Generate business leads over the phone and email
6. To build & maintain good rapport with the existing clients and help them to resolve their queries, if any
7. Preparing Daily Reports & Database management
8. Active participation in various Sales and Marketing events
9. Actively ensuring the CRM is updated with accurate data

Requirements

1. Minimum 3-4 years proven working experience in the real estate industry
2. Good communication skills – fluent in English & Hindi (Marathi preferable)
3. Basic knowledge of real estate industry
4. Excellent active listening skills
5. Relevant bachelors or post graduate degree