



Phwint Phyo Thit



Job Title - Sales Executive

Reports To

The **Sales Executive** will report to **Sales Manager**.

Position Summary

We are seeking a dynamic and motivated female ****Sales Executive**** to join our real estate team. This role is responsible for driving sales performance, building strong client relationships, and representing our brand with professionalism and integrity. The ideal candidate is target-driven, proactive, and well-versed in market dynamics.

Roles & Responsibilities

- Identifying potential sales opportunities,
- Making sales calls, meeting potential buyer and other duties related to achieving sales targets.
- Cash collection follow up
- Collecting/monitoring market data/ info
- Building and maintaining relationships with clients,
- Negotiating contracts,
- Closing deals,
- Reporting on sales activities, cash collection
- Meeting or exceeding sales goals.
- Additionally, a sales executive may be responsible for analyzing customer feedback and market data to make informed decisions about product or service offerings, as well as providing input into the marketing and advertising strategy of the company.

Other Duties

- Set up appointments and make personal sales calls, telemarketing and site inspections to all existing and potential accounts from corporate commercial accounts.
- Follow up on lost business and bring information about them to the knowledge of the department superior.
- Keep close follow up on developments of the competitor companies (structural alterations, renovation, special campaigns, rate promotions, marketing efforts, theme events etc.)

- Bring ideas and participate in the preparation of the promotional theme events, other promotional activities and invitation lists.
- Determine and implement the procedures and standards of an effective filing system.
- Provide adequate supplies of stationery and ensure that the requirement forms are used and kept updated at all times.
- Maintain and update inventory: control of all gifts and giveaways.
- Ensure ordering of business cards.
- Ensure sensible and effective use of the telephone-all incoming calls
 - Promptly answered in an agreed manner.
- Ensure that calls are screened and dealt with in an appropriate way.
- All enquiries to be dealt with within 24 hours.
- Sort all incoming mail for the attention of sales department.
- Ensure that all potential and real hazards are reported and rectified immediately.
- Understand and strictly adhere to the employee rules and regulations.
- Perform any other duties as assigned by management.

Qualifications

- Any university degree holder
- Proven working experience as a real estate agent or real estate salesperson
- Proven track of successful sales record
- Ability to work independently combined with excellent interpersonal skills
- Strong sales, negotiation and communication skills
- Pleasant and trustworthy: highly preferred
- MS Office familiarity
- Must possess pleasant personality
- Extrovert

Candidates are encouraged to apply this position to hr@phwintphyothit.com with the following information in the resume.

- ☐ Work experiences and job responsibilities
- ☐ Current and Expected salary
- ☐ Reason for leaving
- ☐ Date of availability
- ☐ Education background