

Position: Sales Executive

We are looking to employ a dedicated and customer-oriented sales executive to drive sales, whose overall responsibility is Marketing and selling company products and ensuring targets are met.

The sales executive will be reporting to the Head Business Development

Duties and Responsibilities

- Identifies new business opportunities by identifying new prospects
- Sells company products by establishing contact and developing relationships with existing customers (to gain repeat business wherever possible) and potential customers via a telephone call, emails, and in person.
- Maintains relationships with clients by providing support, information, and guidance and recommending new products
- Prepares daily, weekly, and monthly sales reports
- Maintains quality service by establishing and enforcing organization standards.
- Presents the product or service favorably and in a structured professional way
- Build good working relationships by contributing to team effort
- Accurately confirms available products, their minimum prices, and discounts to ensure no customer complaints, confusion, or disagreement arise as a result of double allocation or giving the wrong pricing.
- Sustaining rapport with client's accounts by making periodic visits, sharing updated statements, offer letters, Sales agreements, and collecting required documents.
- Follow up on end-to-end customer satisfaction

Academic Qualifications

- Diploma/Degree in relevant field

Knowledge and Skills

- At least 4 (Four) years' experience in real estate sales
- Good communication skills
- Computer literate
- Excellent PR

if you meet the above qualifications, please send your CV only to recruitment@stmainestment.co.ke with the job title as the subject of your email not later than **2nd April,2024**