



Manager Sales Coordination

Location: Kuala Lumpur

Nationality: Local

Type: Permanent

Post: 1

ROLE SUMMARY

To co-ordinate and manage the sales process across property development activities and therein:

- contribute towards the optimization of each Project's sales performance and revenue
- ensure accurate monitoring and measurement of the activities of Agents participating in the sales process
- establish & maintain a leading-edge CRM system
- ensure proper governance of the sales process
- provide a high-quality service to customers

KEY RESPONSIBILITIES

- To monitor and track sales and sales administration processes and to ensure the process is completed within the stipulated timeframe according to Policies and SOPs.
- To assist the sales team and sales administration team on daily sales & marketing activities.
- To administer sales administrative functions including the establishment of accurate filing systems and follow-ups, handling/attending to correspondence with purchasers, solicitors, end-financiers and other related matters associated with the property purchase.
- To compile and collate reports accurately and timely for Management review.
- To track and monitor workflow in compliance with the Company's policies.
- To monitor the sales targets and updating of the sales targets of the sales consultants & external agents.
- To assist in maintaining the project CRM system, preparing the necessary reports and various analysis.
- To arrange for the signing of the legal documents – buyer and lawyer.
- To attend to the Purchaser's signing of the legal documents.



- To check, process and monitor the legal documents after they have been signed by the Purchaser.
- To provide post-sales service including liaising with lawyers & bankers on all matters relating to the purchase.
- To ensure a high level of customer satisfaction throughout the sales process including the provisions of follow-up services.
- To assist to gather documents required for the empanelment of the end-financiers.
- To perform any other duties as when assigned from time to time.

Knowledge and Skill Requirements

- A Diploma, Bachelor Degree, Post-Graduate Diploma or Professional Degree in Marketing, Business Studies or other relevant field of study.
- Minimum 7-10 years' relevant experience in Sales Administration in the property development industry at Senior Executive or Assistant Manager level.

Skills and Competencies

- Must have initiative - be a self-starter, independent with a pleasant attitude and good analytical skills. Be able to follow-thru on an assigned task
- Good communication skills – written and fluent spoken English and Bahasa Malaysia
- Good IT skills and experience in the establishment and ongoing administration of a CRM system
- Be able to work under pressure
- Must be a team player