

ARVIND SMARTSPACES

Job Description

Designation	:	Executive-Pre Sales/Tele Calling
Experience	:	0 to 3 Years
Qualification	:	Any Graduate/ Undergraduate
Department	:	Sales & Marketing
Reporting To	:	Head – Pre Sales
Job Location	:	Ahmedabad, Gujarat

Brief Description of the Role:

Initiate telephonic communication with existing and prospective customers in order to generate sales.

Job Profile:

The Candidate is expected to do the following on an ongoing basis:

- Attend telephonic inquiries pertaining to the projects.
- Make outbound calls in accordance with the leads provided from various lead generation sources.
- Share Project information and details with the customers.
- Answer Customer queries received via chat/email and calls in a professional, friendly and accurate manner.
- Resolve any query raised by the customers related to the project.
- Ensure high customer satisfaction.
- Follow-up with the customers for Site visit & Revisit on a regular basis.
- Make daily calls to prospective customers.
- Follow approved workflows while responding to customer inquiries.
- Process the emails and assigning the lead to the Sales team.
- Maintain accurate records for leads / walk-ins / Source etc.
- Maintain the CRM and ERP Systems.
- Assist the Supervisors from the Marketing & Sales Team.

Skills & Attributes:

- Excellent in English Communication and reasonable in local language communication.
- Computer Knowledge like MS office, ERP and various customer support systems.
- Interpersonal skills.

Note: Interested candidates with relevant experience in real estate industry may share their CVs through email at career.asl@arvind.in

Please mention the position applied for in the subject of the email.