

Junior Sales & Admin Executive

Job Description

- Monitor all sales administration works including sales conversion, signing of Sales and Purchase Agreement, loan disbursement, sales report, sending out notice of billing, etc.
- Operate manual and computerized office system such as IFCA and monitor collection of payment and recovery of outstanding collections.
- Establish excellent customer relationships and provide a high standard of service to customer (both internal & external) in accordance with company policy.
- Follow up with purchasers, lawyers and financiers on execution of legal documents and expedite loan disbursement.
- Handle sales enquiries including telephone enquiries and walk-in customers.
- Advise purchaser on bank loan/end financing procedures.
- Inter-department coordination for timely follow-up and collection.
- Support and participate in Pre-Delivery Inspection process and Vacant Possession (VP) process as and when is required.
- Responsible to maintain and keep collection database up-to-date and accurately.
- Resolve problems arise from purchasers effectively and upward delegation if the solutions requires higher level authority.
- Any other duties as assigned by the Management from time to time.

Requirements

- Candidate must possess at least a Degree or Diploma in Marketing, Business Studies / Administration / Management, Property Development / Real Estate Management or equivalent.
- At least 5 Year(s) of working experience in property development industry.
- Good communication skills in written and oral with proficiency in English and Bahasa Malaysia.
- Have experience using IFCA system.