



SENIOR BUSINESS DEVELOPER TASKS OVERVIEW

PROPERTY PORTALS

Monitoring and adding property listings to all the property portals and socials.

CRM

Updating the CRM software with latest leads and appropriate actions on those leads. Collecting information and assigning the leads to the sales team.

PROPERTY SEARCH

Identifying new and resale properties for sales team to visit from portals and social media. Collecting the necessary information and adding to data.

PROPERTY CATLOG CREATION

Creating an infographics of the properties in PDF format for sharing purpose.

PROPERTY LIST

Creating, categorizing and updating various property lists such as builder, resale, commercial properties etc.

CLIENT COMMUNICATION

Communicating with clients and owners for collecting information, lead generation, arranging site visit, sharing details and further arrangements.

COMMUNICATION WITH ASSOCIATES

Communicating with builders, sales persons, agents to for latest updates, arranging meetings and events.

TEAM COORDINATION

Arranging internal meetings for sales team to share and update information. Assigning various tasks and leads to sales persons.

Tasks subject to the caliber of the candidates



SENIOR BUSINESS DEVELOPER

THE WEEKLY TASKS

1

TUESDAY

10:00 a.m. & 6:00 p.m.

- Review the previous week and plan the week ahead.
- Updating CRM software and team meeting.

2

WEDNESDAY

10:00 a.m.

- Communicating with associates to arrange their office visit or sales team's site visit.
- Property catalog creation.

3

THURSDAY

10:00 a.m. & 6:00 p.m.

- Telecommuting to clients & owners from society list & old data.
- Arranging team meeting to share and update information.

4

FRIDAY

10:00 a.m.

- Meeting with sales team to schedule weekend visits.
- Telecommuting to clients & owners from society list & old data.

5

SATURDAY

10:00 a.m.

- Coordinating with sales team for site visits.
- Telecommuting to clients & owners from society list & old data.

6

SUNDAY

10:00 a.m.

- Coordinating with sales team for site visits.
- Telecommuting to clients & owners from society list & old data.

Monday weekly off



SENIOR BUSINESS DEVELOPER

DAILY TASKS & RULES

DAILY TASKS

- Punching the entry time.
- Updating CRM software.
- Telecommuting on new leads.
- Telecommuting on old data.
- Updating property portals.
- Maintaining business WhatsApp.
- Maintaining business Email.
- Sharing updates with the sales team.
- Creating infographics.
- Ads posting as per individual target.
- Calling as per individual target.
- Collecting updates from the market.
- Maintaining property list.
- Submitting daily report.

RULES

- All employees should wear formal attire.
- All employees should follow the professional code of conduct while representing Elites24.
- Registering daily entries and submitting the daily report is a must, failing to do so will result in late or absent marks accordingly.
- Consumption of alcohol, tobacco & illegal substances is strictly prohibited.
- Unethical and misuse of company property will result in termination of the contract.
- Unethical and misuse of company data will result in termination of the contract.
- Elites24 can terminate the contract if an employee is found guilty of abusing the rules.

Elites24 reserves the rights to modify rules without prior notice