



SENIOR SALES COORDINATOR 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 labeling the leads for further actions.

SITE VISIT

Scheduling and doing site visits with clients. Providing assistance during visits. Also visiting various projects such as new and resale properties to collect information and media for uploading listings.

BOOKINGS AND AGREEMENTS

Helping clients and owners in the process of tokens, bookings, loan arrangements and agreements.

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, site visit, sharing details, follow up, bookings and further arrangements.

COMMUNICATION WITH ASSOCIATES

Communicating with builders, sales persons, agents to for latest updates, arranging meetings and maintaining a good relations with them.

TEAM COORDINATION

Coordinating with sales team to share and update information. Helping colleagues with site visits, bookings and other sales tasks.

Tasks subject to the caliber of the candidates



SENIOR SALES COORDINATOR

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 update and visit properties.
- Property media collection.

3

THURSDAY

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

- Bookings, agreements, and client related tasks.
- Team meetings to share and update information.

4

FRIDAY

10:00 a.m.

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

5

SATURDAY

10:00 a.m.

- Coordinating with sales team for site visits.
- Potential agreements.

6

SUNDAY

10:00 a.m.

- Coordinating with sales team for site visits.
- Potential agreements.

Monday weekly off



SENIOR SALES COORDINATOR

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.
- Collecting property media.
- Ads posting as per individual target.
- Calling as per individual target.
- Site visits as per individual target.
- Property listings verification.
- 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