



## **JD for Properties Sales Representative- 2 Staff Wanted**

### **-Job Responsibilities:**

- ✓ Customer reception: receive visiting customers and introduce project information.
- ✓ Demand analysis: understand customer needs and recommend suitable properties.
- ✓ Properties on-site visit: Arrange on-site property visit for customers and answer their questions.
- ✓ Contract signing: assist customers in signing properties purchase contracts and handling related procedures.
- ✓ After-sales service: Provide after-sales service to solve customer problems.

### **-Job requirements:**

#### **1. Education requirements**

Education: bachelor degree with work experience in real estate, marketing, economic management, etc. are preferred.

#### **2. Expertise**

Industry knowledge: Familiar with the real estate industry, understanding of market trends, policies and regulations, and transaction processes.

Product knowledge: Master the basic information of the project, such as house type, price, surrounding facilities, etc.

#### **3. Skill requirements**

Language: French speaking is preferable, fluent in speaking English.

Communication skills: Have good communication skills and be able to communicate effectively with customers.

Sales skills: Have strong sales ability, able to explore customer needs and facilitate transactions.

Negotiation skills: Good negotiation skills and the ability to handle issues such as price and contract terms.

Customer Service: Provide high-quality customer service, maintain customer relationships, and improve satisfaction.

#### **4. Work experience requirement**

Experience requirements: Usually 1-3 years of real estate sales or related experience is required, and those with successful cases are preferred.

Industry background: Candidates with experience in real estate agency, developer or related industries are preferred.

#### **5. Personal qualities**

Responsibility: Work conscientiously and responsibly, and be able to withstand pressure.

Teamwork: Have a team spirit and be able to collaborate with colleagues to complete tasks.

Learning ability: Willing to learn new knowledge and adapt to industry changes.

#### **6. Other requirements**

Image and temperament: good image and decent manners.

Professional ethics: Abide by professional ethics and protect customer privacy.

#### **- Benefits**

- ✓ Base salary + sales commission, as per company policy.
- ✓ 18 days annual leave per year.
- ✓ Company purchases medical insurance.
- ✓ Opportunity for career advancement and professional development within the company.