

BALWIN PROPERTIES

CAREER OPPORTUNITY

Sales Manager Assistant

QUALIFICATIONS & EXPERIENCE REQUIRED

-  Sales and/or marketing degree or diploma
-  2-3 Years Working Experience
-  Experience Type : Sales in property sector, strong admin skills

Position Type:	Permanent
Job Role:	Sales Assistant
Location:	Johannesburg
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

KEY DELIVERABLES

-  Accurate and compliant sales documentation prepared timeously
-  Sales platforms and information kept up to date
-  Show units and sites maintained to presentation standards
-  Efficient agent and sales team support provided
-  Marketing and launch activities executed smoothly

DUTIES AND RESPONSIBILITIES

-  Reviewing of Sale Agreements vs SIMS in preparation for signing by Regional Sales Manager
-  Compilation, Checking and Review of site plans, floor plans, parking layout, specifications sheet and incentive forms.
-  Coordinate all changes and updates of all sales documentation
-  Ensure developments & Show units are neat, tidy and ready for show days
-  Assist agents with all requirements
-  Provide stand in relief for agents when required
-  Weekly site visits & reporting and assisting with all other reporting requirements.
-  Assist Regional Sales Manager
-  Processing of Invoices
-  Processing of Claims / Cr Card Slips
-  Collection and checking of Building Documents
-  Review and monitor website, app and SIMs and arrange any changes required
-  Liaise with agents regarding marketing material required
-  Ordering of marketing / promotional material

SKILLS AND TRAITS

-  Deadline driven
-  Good communication skills
-  Ability to work well under pressure
-  Ability to work on multiple tasks
-  Excellent time management
-  Reliable
-  Must have own reliable vehicle
-  Excellent and planning and organising
-  Strong attention to detail
-  Build good relationships/ win people over

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

