

SALES ADMIN EXECUTIVE (OPERATIONS)

We invite suitable candidate for the following position : -

Company : Bina Puri Properties Sdn Bhd
Position : Sales Admin Executive (Operations)
No. of Vacancy : 1

Requirements / Responsibilities :

- 1) Diploma/Degree holder in Sales & Marketing / Property Development / Real Estate Management / Business Administration or equivalent;
- 2) Working experience at least 5 years in sales admin in property development industry is an advantage;
- 3) Computer literate in Microsoft Office;
- 4) Good in sales and administration skills;
- 5) Possess good interpersonal and communication skills;
- 6) Able to start work with short notice;
- 7) To handle the operations side of sales admin;
- 8) To produce all the reports;
- 9) To handle handing over keys to purchaser;
- 10) Liaise, coordinate and monitor on defect works at site with relevant parties and handover back to purchaser;
- 11) Handling and monitor on building/house inspection and maintenance;
- 12) Supervise on service providers;
- 13) Attend and resolve on complaints and inquiries from the tenants/clients;
- 14) Liaise with relevant local authorities at site.

Those interested, please write in / contact HR Department.

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