

**SENIOR EXECUTIVE/EXECUTIVE, SALES ADMIN CUM
CREDIT CONTROL****Job Requirements:**

- Candidate possess at least a Diploma in Property Development/Real Estate Management or equivalent.
- 3-5 years of working experience in property management/real estate industry or any related field is required for this position.
- Ability to work independently, a detailing person with good communication skills, and the ability to initiate.
- Candidate have to be familiar with ProREDS which will be an added advantage.

Job Descriptions:

- Handle day to day sales administrative activities up to delivery of vacant possession and customer relations;
- Manage the process of loan documents, including liaising with sales agents, solicitors, end-financiers/bankers and purchasers on Sales & Purchase Agreement and any other outstanding documents;
- Perform data entries in the system relating to sales related details, ensure proper filling system, information posted in the system is up-to-date, timely generation of progress billings upon receipt of Architect Certificate;
- Monitor and ensure progressive payment are collected within the stipulated time frame;
- Prepare and compile billing and collection reports as required by management.
- Monitor, control and report on Sales Status/Sales Tracking to enable action to be taken for Non-Performing Sales and ensure timely signing of Sale and Purchase Agreement;
- Assist to liaise and coordinate with supplies on product launch, promotional events, road shows and other related marketing campaigns.
- Attend and assist customer enquiries on property information, loan application and end-financiers.
- Maintain a good relationship with purchasers, sales agents, bankers, solicitors and any related internal and external parties;
- Assist in other ad-hoc tasks assigned by Superior/Manager from time to time.

Those interested, please write in / contact HR Department.

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