

SEALINK REALTORS PVT. LTD.

MANPOWER REQUISITION FORM

SR. NO.	PARTICULARS	REQUIRED INFORMATION
1	Numbers of Vacancies	4
2	Designation	Executive - Direct Sales
3	Department	Marketing
4	Reporting To	Assistant Manager - Direct Sales
5	Qualification & Age	Any Graduate
6	Number of Years of Work Experience	2-3 years
7	Preferred Industry	Exclusively Real Estate Industry
8	Preferred Company	Any
9	Job Description / Work	
		Handling sales enquiries on the sites, walk-ins
		Convert leads into sales through show casing the appropriate residential properties
		To liaise and building relationship with customer
		To support the manager and other colleagues
		Excellent presentation and communication skills
		Maintaining relationship with existing Clients and procuring new business from them.
		Project presentation to prospective customers
10	CTC / Monthly Gross Salary	2 Lacs - 4 Lacs p.a.
11	Job Location	Santacruz, Mumbai
12	Expected Date of Joining	
13	Other Benefits to be Provided	As per company policy
14	Any other Information / Comments	Excellent in MS-Word, MS-Excel, Powerpoint, Excellent presentation and communication skills

Signature of Department Head

Signature of Head HR