

SEALINK REALTORS PVT. LTD.

MANPOWER REQUISITION FORM

SR. NO.	PARTICULARS	REQUIRED INFORMATION
1	Numbers of Vacancies	2
2	Designation	Executive - Post Sales
3	Department	Marketing
4	Reporting To	VP
5	Qualification & Age	Any Graduate
6	Number of Years of Work Experience	3-6 years
7	Preferred Industry	Exceptionally Real Estate
8	Preferred Company	Any
9	Job Description / Work Responsibilities	Registration MIS handling as in Collection & Customer Chart, Demand Tracker, Agreement Tracker, Collection Report & Service Tax Report Executing all Post sales documentations like preparing & sending allotment letter, raising demand letters - reminder letters - interest letters, coordination for signing of agreements, issuing payment receipts, preparing Possession related documents, flat handover, registration coordination with solicitor, resale nomination processing & cancellation processing Preparation of NOC, Tripartite agreement, etc for bank loan purpose. Render support and administrative services for smooth functioning of department Register all details and transactions of customers Personal interaction with customers on Booking, Quotation and Payment Schedule Preparation Ensures filled Booking Form by customers, signature from authority signatory on booking forms Preparation of Receipt, updation of payment sheet & handover of cheques Follow ups with Bank for Loan sanctions of customers, initial Disbursements, demand payments Ensure all query from bank are addressed on timely basis Sending Demand to customers or Banks by courier and email Telecalling & Mail co-ordination with customers & follow up for payments Preparation of daily collection report, Funds flow/ projection report Communication on possession after full payment Follow-ups for Maintenance payments Handling customer care and customer relationship management
10	CTC / Monthly Gross Salary	3 Lacs - 4 Lacs p.a.
11	Job Location	Lower Parel, Mumbai
12	Expected Date of Joining	
13	Other Benefits to be Provided	As per company policy
14	Any other Information / Comments	

Signature of Department Head

Signature of Head HR