



SALES COORDINATOR

Real Mark is a full service property management company, serving the nation with its' innovative and outgoing approach. Customer is at the forefront of our service, providing a seamless experience while realizing their property dealings. The company has operations both locally and internationally, bringing in the international standards to the Sri Lankan real estate landscape. Real Mark has plans to grow as a unique entity; and joining our team would be an opportunity to play a vital part in writing our story.

ROLL

- Respond to client calls and email inquiries. (Local/Overseas)
- Booking and following up client appointments.
- Update & maintain details on our CRM.
- Collection, recording and formulation of data.
- Generate Leads & Inspections.
- Actively handle company social media platforms.
- Active participation for company marketing events.

REQUIREMENTS

- Client handling experience (freshers are also welcome)
- Completed A/L or O/L and looking forward to having a career in Sales & Marketing.
- Excellent communication skills (Conversing in both English and Sinhala)
- Tamil would be an advantage.
- Computer Literacy (MS Office packages) and social media experience.
- Understand the client needs promptly and provide efficient services.
- Ability to multi task with minimum supervision
- Should be able to work full time and be flexible.
- Prior experience in a similar role will be an advantage.

If you're looking for an exciting career and ready to work with a passionate team then this is the role for you. A competitive salary package attractive commission with continuous support for development awaits the right person.

Send us your CV & Cover Letter explaining why you think you are suitable to do the job.

Email us : sales@realmark.lk

