

## **JD For Pre Sales Executive**

### **Role & Responsibilities:**

- Handle inbound and outbound calls related to property inquiries.
- Provide accurate information about projects, pricing, payment plans, and location advantages.
- Qualify leads and understand customer requirements.
- Schedule and coordinate site visits for potential buyers.
- Maintain regular follow-ups with prospects through calls, WhatsApp, and emails.
- Update lead details and follow-up status in CRM.
- Coordinate with the sales team for lead handover and closure support.
- Ensure timely response to all customer queries.

### **Preferred candidate profile:**

- Strong communication and convincing skills.
- Basic proficiency in CRM systems and MS Excel.
- Good follow-up and customer handling skills.

### **Experience:**

3 years of experience in Presales / Telecalling.