

JOB DESCRIPTION



POSITION : **Digital Sales Specialist**
Company : Century Properties – www.century-properties.com
Department : Corporate Sales
Work Location : 28F Century Diamond Towers, Makati City
Working Hours : Mon to Fri (weekends as needed)

JOB SUMMARY

The Digital Sales Specialist plays a pivotal role in connecting with potential clients across a range of online platforms. They are responsible for elevating Century Properties’ projects through impactful online campaigns and active participation in selling events with the ultimate goal of closing the sale. A key focus is to guide and support customers in making a well-informed property investment, emphasizing the distinct advantages associated with selecting Century Properties projects

DUTIES AND RESPONSIBILITIES

75%	<p>Digital Sales</p> <ul style="list-style-type: none"> • Promote and showcase featured projects of Century Properties. Attends occasional sales events • Meet own sales targets and secure new sales deals weekly, covering both corporate-assigned and self-generated deals • Maintain a well-organized client database and communication records in the Customer Relations Management platform • Regularly update and nurture active deals, providing guidance and assistance to buyers in making property purchases under favorable terms • Conduct effective follow-ups, deliver engaging client presentations, and offer virtual tours or site visits as needed • Stay informed about the company’s projects, policies, and best practices. • Suggests effective selling initiatives to generate high-quality sales leads • Submit regular sales reports and performance updates
20%	<p>Administration</p> <ul style="list-style-type: none"> • Prepare essential paperwork for clients and ensure the collection of required documents • Collaborate with internal departments to streamline processes and enhance overall efficiency • Facilitate after-sales service for clients, aiming to enhance customer satisfaction through effective support and assistance
5%	<p>Others</p> <ul style="list-style-type: none"> • Ensures timely renewal of necessary trainings and accreditations • May perform additional related functions as required

COMPETENCIES | Profile

- Tech Savy, well-versed in online marketing and familiarity with CRM systems
- Adaptability to work seamlessly in various locations, including Makati Office, field, or project sites
- Well-versed in leveraging online advertising channels, including FB Ads, Google Ads, Tiktok Ads, Viber Ads, and various Property Listing platforms.
- Possesses proficiency in business tools such as Microsoft Office and Google Workspace
- Exhibits good communication and presentation skills, ensuring effective interaction with clients
- Accredited Real Estate Sales Person

EDUCATION AND EXPERIENCE

- Bachelor’s Degree in Real Estate Management, Marketing, or related field
- 1-year of experience in Sales
- Preferably with experience in Real Estate Industry