



Property Advisor Job Advertisement

Canaan Developers Ltd, a leading construction and real estate firm Companies seeks to fill the position of a Property Advisor.

The role of job holder is to assist the client through their investment and purchase process, proper documentation processing until the final handover.

Responsibilities

- Create systematic and consistent lead generation from project marketing efforts, cold calling, referrals, lead generation services, and other forms of media. All engagements must be on the CRM.
- Handle enquiries from prospective buyers
- Conduct evening and weekend showings as required
- Ensure that all client engagements, from prospecting to closure, are in the CRM.
- Conduct surveys to identify the prices of competing properties on the real estate market and relay the same to their supervisor
- Provide periodic (daily, weekly and monthly) sales reports (client pipeline) to company management on sales operations and generated returns using CRM systems
- Build and maintain relationships with clients by providing support, information, and guidance through the entire customer journey.
- Participate in the promotion of property sales at organized events such as expos, site activations, and mall activations, among others.
- Follow up and ensure the preparation and approval of documents such as booking forms, offer letters, sale agreements and transfer documents
- Upload customer payment evidence to the CRM for validation
- Ensure customer payment plans are followed up on and all collections are done on time. Achieve 100% compliance with customer payment plans. Issue cancellation notices through the CRM as per policy.
- Ensure all mortgage clients are identified early and their mortgage applications are created and tracked centrally.
- Ensure compliance with real estate laws and policies when conducting property sales. Act with high levels of professionalism in all client engagements

Key Skills and Competencies

- Excellent communication, influencing and negotiating skills
- Good organization and administrative skills
- High integrity
- A strong team player
- Ability to perform with minimal supervision
- Ability to adopt a flexible approach to meet targets and the needs of the business

Qualifications

- Bachelor's degree in Business Administration, Real Estate or a related field
- Experience in using customer relationship management tools
- At least **3 years** of experience working as a property advisor in the real estate sector

- Experience in using customer relationship management tools
- Great analytical and negotiation skills
- Strong communication and interpersonal skills
- Highly motivated and customer-centric individual
- Excellent time management and organizational skills
- Proficiency in MS Office

Mode of application

Qualified and interested, kindly send your updated Curriculum Vitae and Cover letter to hr@canaandevolvers.com. Deadline is **Friday, 19th April 2024 at 5pm.**

For more details about the firm kindly visit **www.canaandevolvers.com**