

Designation : Sales Community Manager  
Location : Gurgaon  
Salary Package : 3.6-6 LPA + Incentives  
Experience : Minimum 1 year  
Industry: Real Estate/Startups  
Requirement : Immediate  
Contact : yogesh@altfspaces.com  
Website: [www.altfspaces.com](http://www.altfspaces.com)

### **About AltF**

AltF Coworking is one of the fastest growing company in Co-working office space industry. AltF has opened 7 coworking centres in the last 1 year, each running over 90% occupancy on an average.

AltF presently provides coworking office spaces for over 80 SMBs in Delhi NCR. It is known to deliver affordable office space to startups and SMBs with team size of 1-100 members. AltF has been covered by [Yourstory](#), [LBB](#), lamwire, Inc42 and many other news and media areas for doing amazingly well in the past 1 year.

### **Roles and Responsibilities :**

1. Handling end to end sales cycle.
  - a. Attending client calls and pitching the best option available matching client requirement
  - b. Recording leads in the CRM and following up with the client
  - c. Sending proposals to the client with necessary workspace details
  - d. Assisting the client to visit the coworking space and showing the available seat/cabin options
  - e. Finalising the deal and contractual paper work
  - f. Completing On-boarding formalities
2. Up-selling new products to the existing members
3. Building sales strategies, templates, processes and automating the sales procedure.
4. Outbound calling to targeted database
5. Building a good broker network for accelerated sale conversions
6. Other business development activities that bring business to the organisation
7. Maintaining members, memberships, plans, inventory in the backend member management software

### **Ideal Candidate :**

1. Should have good communication and convincing skills. Preferred experience in Real Estate Industry.
2. Should be able to connect to young startups and SMEs and should be good in building relationships.
3. Should be self-motivated and have strong sales skills which include the ability to find and close deals - result oriented performer.
4. Should be good in negotiations.
5. Must demonstrate ability to create new sales ideas, bring new leads, do outbound calling to pitch clients from other offices/coworking spaces/business centres.

6. Should be proficient in the use of software programs that are utilized by Coworking Spaces (especially important that you have worked with a CRM in the past to manage sales lead and can help implement a system here).
7. Must be experienced in developing sales reports and analytics.
8. Must be open to working late hours if the business demands

*You will be one of the first five employees in the company and would work directly with the co-founders.*