

Designation: Sales Executive

Location: Suncity Success Tower, Golf Course Extension Road, Gurgaon

Education: Sales/Marketing

Salary Package: 3.6 LPA– 4.8 LPA

Experience: Corporate Real Estate Experience Preferred

Requirement: Immediate

Vacancy: 1

## **About AltF**

AltF is one of the top co-working spaces in India and It is headquartered in Gurgaon. It is spread over 1 Lac sq ft across 10 Locations and is now expanding to PAN India Level to become the biggest coworking space operator in the industry.

Started about 3 years back, it gives the blend of a startup and a growing organization together. AltF has served over 400 businesses so far. It is known to deliver affordable office space to startups and SMBs with a team size of 1-100 members.

Covered by Your story, LBB, Iamwire, Inc42 and many other news and media areas for doing amazingly well in the past couple of years.

## **What we need:**

### **Urgently require Corporate “Sales executive” for AltF CoWorking**

#### **Prerequisites for a Sales Executive :**

- Experience into corporate sales is a must.
- Self-Starter & experience in handling B2B sales.
- Consistently delivers high performance.
- Customer service Oriented & Flexible, Self-Composed in high pressure or continually changing situations.
- Strong Organizational skills, including the ability to prioritize, multi-task, and work effectively with minimal supervision.
- Experience in customer account management.
- Thorough knowledge of MS Excel.
- Should have good communication and convincing skills. Preferred experience in Real Estate Industry.
- Should be able to connect to young startups SMEs, corporates and should be good in building relationships.
- Should be self-motivated and have strong sales skills which include the ability to find and close deals - result oriented performer.
- Should be good in negotiations.
- Must demonstrate ability to create new sales ideas, bring new leads, do outbound calling to pitch clients from other offices/coworking spaces/business centres.

- 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).
- Must be experienced in developing sales reports and analytics.
- Must be open to working late hours if the business demands

**Job Role :**

- Accountability for Centre profitability, Centre performance and the Centre's success through P&L management.
- Handling end to end sales cycle:
  - Attending client calls and pitching the best option available matching client requirement
  - Recording leads in the CRM and following up with the client
  - Sending proposals to the client with necessary workspace details
  - Assisting the client to visit the coworking space and showing the available options
  - Finalising the deal and contractual agreement/paperwork
  - Completing On-boarding formalities
- Building sales strategies, templates, processes and automating the sales procedure.
- Building a good broker network for accelerated sale conversions
- Other business development activities that bring business to the organisation
- Maintaining members, memberships, plans, inventory in the backend member management software.
- Effectively manage the renewal process working to retain every customer at a profitable margin & customer satisfaction.
- Maximize occupancy and profitability of the Centre by proactively managing customer's expansion requirements.
- Driving Sales & focusing on generating new sales, whilst growing and retaining existing customers by delivering exceptional customer service.