

**Job Title:** Female Executive – Virtual Business Address (VBA) Sales

**Location:** Gurgaon (with nationwide client interaction)

**Position Type:** Full-time (Fixed + Variable Compensation)

### **Job Overview:**

We are seeking a dynamic and highly motivated **Female Executive** to join our team for selling **Virtual Business Address (VBA)** services. The ideal candidate will be responsible for making cold calls and reaching out to potential clients across the country, specifically targeting individuals and businesses that require a prestigious address in Mumbai's media hub – **Andheri West**. The role offers a competitive mix of **fixed** and **variable compensation**, with ample opportunity for growth based on performance.

### **Key Responsibilities:**

- **Cold Calling & Lead Generation:**
  - Proactively make cold calls to individuals and businesses who would benefit from having a Virtual Business Address in Andheri West, Mumbai.
  - Identify potential clients in various industries including media, startups, and professional services.
- **Sales & Client Engagement:**
  - Present and sell the Virtual Business Address service, explaining the benefits of having a prestigious business address in Mumbai's media hub.
  - Understand client needs and tailor the offering to meet those requirements.
  - Maintain ongoing communication with clients to ensure smooth onboarding and satisfaction.
- **Market Research & Prospecting:**
  - Conduct market research to identify new sales opportunities and stay updated on competitors' offerings.
  - Build a database of potential clients and manage leads through the sales pipeline.
- **Client Communication:**
  - Engage with clients via phone, email, and other communication platforms to build relationships and close sales.

- Address client inquiries and concerns promptly with excellent customer service skills.
- **Collaboration with Sales & Marketing Teams:**
  - Work closely with the marketing team to align on strategies and target specific client segments.
  - Provide feedback and insights to improve the sales approach and marketing campaigns.
- **Travel & Client Meetings:**
  - Be willing to travel as required to meet clients in person or attend industry events.

### **Skills & Qualifications:**

- **Excellent English Communication Skills:**
  - Strong verbal and written communication skills in English.
  - Ability to build rapport and confidently engage with clients.
- **Understanding of the Virtual Business Address (VBA) Industry:**
  - Thorough knowledge of the VBA business model, including its advantages and how it can benefit clients across various industries.
  - Ability to clearly articulate the value proposition of having a Virtual Business Address.
- **Sales Experience:**
  - Proven track record in sales, preferably in services like business solutions, coworking spaces, or real estate.
  - Experience in cold calling, lead generation, and closing sales.
- **Self-Starter & Target-Driven:**
  - Ability to work independently and manage time effectively to meet sales targets.
  - Results-oriented, with a drive to meet and exceed goals.
- **Willingness to Travel:**
  - Must be open to travel for in-person meetings with clients when necessary.
- **Location Requirements:**

- This position is based in **Gurgaon** but will involve dealing with clients from across the country, primarily through phone calls and virtual meetings.

### **Compensation:**

- **Fixed Salary + Variable Incentives:**
  - Base salaries ranging from **₹25,000 to ₹40,000 per month**, depending on experience and qualifications.
  - A monthly incentive of **₹10,000 to ₹15,000** on achieving monthly sales targets

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### **How to Apply:**

If you are a motivated, results-driven individual with a passion for sales and a keen interest in the Virtual Business Address industry, we encourage you to apply for this exciting opportunity. Please send your updated resume along with a cover letter explaining why you would be a great fit for this role.