

Key Responsibilities

1. Lead Generation

- Implement strategies to capture and nurture leads via social media platforms, including WhatsApp.
- Conduct a defined number of face-to-face meetings with prospective clients weekly/monthly.
- Monitor and evaluate the effectiveness of lead generation activities in driving bookings and revenue.

2. Client Communication

- Handle incoming client calls professionally and respond to queries promptly.
- Initiate calls to leads, existing clients, and stakeholders as required.
- Follow up on all client inquiries for studio rental services.
- Schedule and conduct property walkthroughs for prospective clients.
- Maintain consistent communication to ensure timely conversions.

3. Sales Process

- Showcase the studio's facilities, amenities, and rental packages during walkthroughs.
- Explain pricing, offers, and services clearly while resolving client queries.
- Prepare and send accurate quotations promptly to interested clients.
- Negotiate terms and pricing while ensuring alignment with company policies.
- Collaborate with internal teams to ensure smooth onboarding of clients.

4. Closing Sales

- Achieve monthly and quarterly studio rental sales targets.

- Track deals closed, bookings confirmed, and revenue generated.
- Continuously improve closing techniques and strategies for higher conversion rates.

5. Client Record Maintenance

- Maintain an updated database of clients, leads, and bookings.
- Log all communications, inquiries, follow-ups, and confirmed deals.
- Ensure data accuracy to support future business development and reporting.

Behavioral Competencies

- **Teamwork & Collaboration:** Communicate openly, share resources, and work towards team objectives.
- **Adaptability:** Adjust to new processes, embrace challenges, and implement feedback.
- **Customer Orientation:** Understand client needs, provide excellent service, and gather feedback for improvements.
- **Integrity & Ethics:** Maintain confidentiality, follow company policies, and act honestly.
- **Initiative & Proactivity:** Suggest process improvements, take ownership of responsibilities, and explore growth opportunities.

Additional Competencies (Preferred)

- Creative thinking for new sales and marketing ideas.
- Market research and customer insight analysis to improve strategies.
- Ability to analyze campaign and sales performance and report ROI.
- Cross-functional communication with operations, sales, and IT teams.

Qualifications & Skills

- Bachelor's degree in Business, Marketing, or a related field (preferred).
- 1–3 years of experience in sales, client servicing, or business development, preferably in rentals, real estate, or hospitality.
- Strong communication, negotiation, and interpersonal skills.
- Proficiency in MS Office and basic CRM tools.
- Self-motivated with a results-driven approach.