

Position	Assistant Manager (Marketing & Admin)– Real Estate Management
Essential Educational Qualifications	<ul style="list-style-type: none"> • Bachelors degree from a recognized university • Preferable: MBA in marketing management
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Around 7-15 years of experience in marketing out of which about 3 years in real estate sector <p>Desirable</p> <ul style="list-style-type: none"> • Experience in commercial real estate sales/ marketing • Good network in IT/ Electronics industry • Good written & oral communication skills • Acumen in Public Relation, Marketing and Administration (Secretarial Skill) • Knowledge in accounts, legal agreements etc.
Age	<ul style="list-style-type: none"> • 32 -40 years
Reporting relationships	DGM–IDM (Project)/Departmental Head concerned/Reporting Manager concerned
Job Roles and Responsibilities	<ul style="list-style-type: none"> • The Job involves driving marketing and sales of commercial IT space available in IT Parks to large and medium scale IT/ITeS/Electronics companies. • Selling office space in different locations within targeted timeline. • Define and execute customer engagement strategy. • Define and execute sales strategy. • Managing the sales cycle. • Creation of sales tools and materials. • Preparation of quotations and offer documents. • Contract negotiation and management. • Ensure margins are within profitability KPIs. • Achieve the Real Estate business target budget. • Collection of payment and debtor management.