

## sales admin

### Description

- Following CRM
- Update inventory
- Generate reports, Typing, preparing and collating reports.
- Responsibility for project documentation.
- Organize meeting and arrange appointments.
- Cold calls

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### Qualifications

- Needed experience : 1-4 years
- Good Communication and Negotiation skills
- Excellent Presentation skills

### Hiring organization

Roots Management Consultants on  
Behalf of Customer

### Employment Type

Full-time

### Industry

Real Estate (Brokerage)

### Job Location

5th settlement

### Working Hours

10am-6pm

### Date posted

2022 ,21