

## Vacancy Announcement

**Balkan Finance Investment Group**, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

**Balfin Real Estate & Hospitality** is part of Balfin Group and covers sales & marketing services in the field of Real Estate and accommodation services in the tourism industry, offering a high level of expertise in the market.

**Job Position:** Sales Manager in Green Coast Resort and Residences

**Department:** Sale

**Location:** Palas, Vlora (Green Coast Resort and Residences)

### Job summary:

The sales manager supports the development and planning of sales strategies, proposes budget plans, manages customer relationships, ensures the finding of new customers, follows the sales process and activities: pre-sales, sales and after-sales; as well as maintains and manages the project / projects in charge, in order to achieve the objectives of the company.

### Main job tasks and responsibilities:

- Carries out the necessary planning for the preparation of the annual sales budget;
- Continuously manages and monitors the relationship with new and existing customers;
- Manages the relationship with Real Estate agencies for the sale of properties, drafting bilateral contracts, continuous updating of sales information;
- Coordinates with the actors involved on the payment method by the client and the payment deadlines, which are set in the preliminary contract of sale;
- Collaborates with the rest of the team to conduct oppositions from a sales standpoint for various project ideas that investors plan to develop;
- Manages the whole process of finalizing contracts with clients and investment companies, taking care to reflect all the comments and changes requested by the parties and their consolidation in the final draft;
- Manages customer relationships by prioritizing the generation of new customers, following the sales process and sales activities: pre-sale, sale and after-sale; in order to achieve the objectives of the company;

- Conducts real estate market research by collecting specific requirements of existing and potential customers, monitors competition activity to make an assessment of their market impact, supports with information in the preparation of product typology;

### **Responsibilities as a Project Manager:**

- Is responsible for the progress and management of every aspect of the project in charge;
- Includes from the initial moment of the project in suggestions for project typologies, their% and any other necessary element from the point of view of sales;
- Coordinates with all parties involved the realization of meetings in order to finalize the project materials, as well as the presentation of the project to the relevant sales team;
- Collaborates with the rest of the team to conduct oppositions from a sales standpoint, to project various ideas that investors plan to develop;
- Coordinates with the marketing department the marketing campaigns throughout the duration of the project;
- Completes and updates in chronological order the project file, with all the necessary materials for the sale, places it on the share point and distributes it to the entire sales team of the respective segment;
- Drafts and follows the process of finalizing the pricing policy, draft budgets, etc.;
- Maintains the inventory of projects in charge and is responsible for any changes that need to be made;
- Reports sales progress and compiles various reports that may be needed for the project;
- Follows any problems of the project, signals the superior to take the necessary measures to solve them.

### **Operational Tasks:**

- Informs the client about the quality of construction, prices, mortgage, financing, maintenance, and other services provided by the investor;
- Informs the client on the various stages in which the construction of a facility goes through and the deadlines for their realization by the investor;
- Advertises, introduces and sells the portfolio products of the real estate company, existing and potential clients and helps them to make the most appropriate choice according to their needs;
- Follows the receipts with customers for the first installments and then supports the function of "post sale" for the collection of other installments at the time of maturity per customer as needed;
- Coordinates meetings between clients and financial institutions and the finance department in cases where the client has expressed his / her need for financing;
- Completes the draft contract of sale according to the drafts approved by dep. Legal (entrepreneurship contract, sale promise, transfer of rights, revocation, etc.);
- Confirms with all involved departments (Legal, finance, technical and administration

department) for the finalization of contracts, and after signing notifies by email the finalization of the sale to these departments involved;

- Identifies and solves potential concerns / problems of customers and delegates them to the relevant staff of the company;
- Completes the final sale contracts for the mortgaged properties, following the notarial procedures;
- Supports Marketing with various information to increase visibility and sales as well as prepare offers for customers.

**Working Experience:**

- Have at least 3 years of experience in the same field.

**Other Qualifications:**

- Diploma of higher education in the field of business;
- Oriented and with a clear focus, high quality and be familiar with the business;
- Good business and sales skills;
- Sober, reliable and professional in relations with the executives of the Company;
- Have good communication skills and know how to be part of a group and work in a group;
- Good computer skills, MS Office, Autocad (read);
- Organizational and coordination skills;
- Must be dedicated, positive and hardworking;
- Able to work under pressure and meet deadlines;
- Ability to persuade and influence others;
- Ability to develop and give presentations;
- Possess a driving license;
- Be flexible;
- Very good knowledge of English, other languages are an advantage;

**Application Procedure:**

To apply for this position, please submit a CV and a Motivation Letter before **25<sup>th</sup> May 2022** to the e-mail address [hr@balfinrealestate.al](mailto:hr@balfinrealestate.al) with specified subject **Sales Manager in Green Coast Resort and Residences**.

\* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data"