

BALWIN PROPERTIES

CAREER OPPORTUNITY



Sales Assistant

QUALIFICATIONS & EXPERIENCE REQUIRED

- Matric
- 2-3 Years Working Experience
- Experience Type : Experience working in residential property sector preferred. Some property experience required.

Position Type:	Permanent
Job Role:	Sales Assistant
Location:	Western Cape
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

KEY REQUIREMENTS

- Previous experience in sales or customer facing roles will be advantageous.
- Real estate experience is an advantage.
- Able to work flexible hours.
- Proficient in basic computer skills.
- Must be presentable and professional

DUTIES AND RESPONSIBILITIES

- Serve as the first point of contact for potential buyers visiting the development.
- Engage with walk-in clients, providing initial information about the development and available units.
- Capture and filter qualified leads before passing them to the Sales Agent.
- Maintain an updated database.
- Provide a warm and welcoming atmosphere for all visitors.
- Set up and take down all on-show materials daily, including flags and promotional boards.
- Ensure that all marketing materials are available and well-presented.
- Monitor stock levels of marketing material and request replenishments when necessary.
- Ensure all promotional displays are in top condition and aligned with branding guidelines.
- Maintain the cleanliness and presentation of the show apartment to a high standard.
- Regularly inspect the show apartment and report any maintenance or repair issues to the site team.
- Ensure that all furniture, décor, and fixtures in the show apartment are well-maintained and professionally displayed.
- Provide daily updates to the Sales Agent regarding visitor traffic, leads and any client feedback.
- Communicate effectively with the site team to address maintenance and operational needs.

SKILLS AND TRAITS

- Excellent communication skills and able to articulate themselves well.
- Strong customer service focus.
- Proactive and detail-orientated.
- Highly organised.
- Strong work ethic.
- Team player.
- Self-motivated and driven.
- Highly driven and enthusiastic
- Highly organised and committed.
- Professional and able to provide excellent customer service

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

