



Job position

Sales Admin Manager

Duties and responsibilities

- Generate issuance of variation orders billings and progress billings to purchasers/end-financiers on a timely basis upon receipt of Architect Certificate in a timely manner.
- Monitor and liaise with solicitors, purchaser and end-financiers, attend to their correspondences on Sale and Purchase/Loan documentations, credit control functions, billing and collections.
- Work closely with Sales & Marketing Team through prompt customer service in regards to preparation and checking of purchase/loan documents, status of building completion on site, procedures of handling over/vacant possessions to purchasers.
- Liaise with account department internally for issuance of invoices/receipts, billings/collections and other administrative coordination.
- To ensure all correspondence from purchasers and solicitors are being attended promptly and all payments due are duly collected.
- Provide assistance in all other sales enquires, sales administrative functions and sales launches as and when required.
- Manage, supervise and monitor progress and completion of sale documentations.
- Provide support to sales team in the preparation of sales documentations prior to launching.
- Develop and monitor the practice of approved ISO procedures, compliances and submission of reports and survey findings to authorities and any other regulatory bodies.
- Oversee the support operations of Sales & Marketing Department and provide administrative support.
- Any other duties and responsibilities assigned from time to time.

Academic qualifications

- Diploma / Degree in Business Administration, Law, Accounting, Finance, Credit Control or related field.

Skills and experience required

- Minimum 2 - 10 years of working experience in sales administration of property development company.
- Sound knowledge of work flow for completing the sale and purchase agreements and loan documentations.
- Motivated, committed with excellent interpersonal and communication skills.
- Result oriented and able to work in a team as well as independently.
- Familiar with IFCA.net software application or other related developer software would be an added advantage.
- Willing to work on weekends, when required.