

RECRUITMENT OF SALES STAFF

Central Services Officers Board (CSOB), a premier Think Tank and welfare Organisation, requires Business Development cum Sales Executive to be based in New Delhi to promote their various welfare programs such as Affordable Housing.

As a part of the Organisation ambitious strategy to become a pioneer in affordable housing under the mission launched by Govt. of India Housing for All by 2022. The Organisation is looking for result oriented sales personnel as part of its Direct sales division with proven skills and requisite experience in selling various affordable housing types / plans.

Last date of submission of applications	30.09.2019
Date of Eligibility	01.09.2019
CV / Bio data to be sent on	priyanka@csobhousing.in with subject as < Post Name > applying for. OR By filling the application form received vis via Email / SMS*

In case of any query, candidates may contact us on 9999069227 (10AM to 6 PM only)

Please Note:

1	A candidate can apply for more than one post. However, final selection will be for only one post only.
2	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Short-listing and interview will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents/claims when the candidate reports for interview if called.

1.0 Vacancies and other details in respect of various post

Sr. No.	Post Name	No. of Post*	Age (Years)		Educational Qualification		Experience	
			Min	Max	Essential	Desirable	Essential	Desirable
1	Team Leader / Sales Manager	1	30	45	Graduate from Government recognized University or Institution.	Preference will be given to candidates having MBA or equivalent degree from reputed Colleges.	Minimum 5 years of experience in Sales of Housing / Real Estate related products.	2 years' experience as a Team Lead.

2	Sales Executive (Graduates)	5	21	30	Candidates who have passed at least First year of Degree college but have not yet completed their Graduation	Graduate from Government recognized University or Institution.	Minimum 1 years of experience in Sales of Housing / Real Estate related products.	-
3	Sales Executive (Fresher)	10	18	25	Must have passed 10+2 system of education / Equivalent	Pass with 60%	Candidates should have a knack for doing a Sales Job	-

* CSOB at its discretion may increase / decrease the number of staffs to be recruited as per requirement.

The recruitment will be for New Delhi only.

2.0 JOB PROFILE

Position Name: Team Leader

This position is responsible for driving business through a team of Sales Executives. Being a people leader position, the candidate is also responsible for staffing of the team, coaching and development of the Sales Team, ensuring appropriate sales processes are followed, highest levels of controls and compliance are adhered to, and manage the end to end sales cycle.

The Role and responsibilities of this position which is a target driven office / field job include:

- 1) Driving Business through visits to prospective customers through team members or by the Team Leader
- 2) Obtaining and analysing market intelligence & implementing market share strategies.
- 3) Develop strong interfaces with Operations to understand and contribute to faster processing
- 4) Analyze applications on an on-going basis to ensure that metrics on approval rates, cancellation rates and declines etc. are met
- 5) Team handling:
 - Monitoring and evaluating team performance
 - Acquiring and developing new talent
 - Ensuring on-going team coaching and development
 - Creating a culture that motivates, empowers and retains talent
- 6) Focus on the key metrics:
 - New acquisition from the sales team
 - Sales Productivity
 - Cost of acquisition
 - Attrition rate
 - Deployment of people practices such as coaching & feedback
 - Attrition of team members
 - Controls and compliance
- 7) Preparing, understanding and explaining MIS.

- 8) Acquire and build relationships with Customer points (including Member, Builders, Dealers, etc.
9) Have knowledge of Affordable Housing / Real Estate systems

This is also a field job and candidates must have

- Excellent Inter personal and communication skills
- Ability to read, write and speak in English + Hindi.
- Good attitude and ability to work hard and excel
- Willingness to undertake any other activities that are assigned from time to time

Position Name: Sales Executive (Graduate / Fresher)

➤ **Sales Executive Job Responsibilities:**

- Builds business by identifying and selling prospects; maintaining relationships with members and clients.
- This is a target driven office / field job and the staff will ensure appropriate sales processes are followed, highest levels of controls and compliance are adhered to and manage the end to end sales cycle.
- Any other activities that are assigned from time to time.

➤ **Sales Executive Job Duties:**

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

➤ **Sales Executive Skills and Qualifications:**

- Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales, Ability to read, write and speak in English + Hindi.

➤ **Desirable:**

- Knowledge of MS-Excel, Power Point.

3.0 Remuneration:

Remuneration offered will be on CTC basis as per market benchmarks and is negotiable based on candidate's qualifications, experience and overall suitability for the respective posts. CTC will be fixed; however selected candidate will be eligible for Performance Linked Variable Pay which will be over and above the Fixed Salary but linked to the achievement of specific targets. Also, remuneration will not be a limiting factor for a suitable candidate.

4.0 Extra Benefits:

As per Organisation standard as applicable time to time.

5.0 Selection Procedure:

Selection will be solely based on Interview. However, CSOB can conduct written aptitude test or more round of Interviews and / or Group Discussion.

6.0 How to apply:

Candidates are required to have a valid personal email ID and Contact No. It should be kept active till completion of this recruitment project. The Organisation may send call letters for GD /interview etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.

CV/Resume shall be sent on priyanka@csobhousing.in.

7.0 Consultant / Hiring Firm / Placement Agency:

Above are requested to send proposal for the recruitment process as a whole. All such communications shall be directed.

Work order / Hiring Order will be issued to consultancy / Hiring Firm / Placement Agency with the set proposal as a whole contract after approval from Director, CSOB.

8.0 General Information:

1. Candidates should satisfy themselves about their eligibility for the post applied for.
2. Candidates will have to appear for the GD/interview at their own expense.
3. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
4. In case it is detected at any stage of recruitment and after joining that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without any notice/reasons.
5. Decisions of the Organisation in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Organisation in this regard.
6. Intimations will be sent by email and/ SMS only to the email ID and mobile number.
7. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in New Delhi and courts/tribunals/forums at New Delhi only shall have sole and exclusive jurisdiction to try any case/dispute.
8. All further addendums /announcements/ details pertaining to this process will only be published/ provided on Organisation's website www.csobhousing.in from time to time and e-mail sent to the registered candidates.

9. Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications/Decisions of the Organisation in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

10. Merely satisfying the eligibility criteria norms does not entitle the candidate to be called for test/ GD/interview. The Organisation reserves the right to call only the requisite number of candidates for test/GD/ interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc based on resume, only.

11. The Organisation reserves right to reject any application/candidature at any stage or cancel the conduct of test /GD/ interview without assigning any reason.

Ms. Priyanka Chug

Executive Coordinator,

HR & Communication, CSOB

www.csobhousing.in

Address: CSOB, 65-Aviraj Bhavan, First Floor
Sector – 12 A, Dwarka, New Delhi - 110075