

Eagle Hills is an Abu Dhabi-based real estate developer that creates city destinations invigorating local economies. Positioned as a global developer of iconic real estate projects and a provider of premium lifestyles, Eagle Hills is helping countries raise their global profiles and attract investments. In Serbia, the company is investing in a large scale mixed-use project, the **Belgrade Waterfront**.

Our people are our strength and we are continuously seeking to recruit the very best talents in our market. We encourage diversity and welcome different perspectives. Working in a dynamic and fast-moving organisation, you will see your career progress, providing endless opportunities.

Join us and become the member of **Belgrade Waterfront** team as:

SALES SUPPORT ASSOCIATE

Belgrade

YOUR AGENDA:

- Maintains a complete administration from the moment of signing the reservation contract until the signing of the sales contract
- Responsible for contract printing and contract execution
- Ensure that the contracts are signed by the Director
- Responsible for contacting the customer for contract signing
- Coordinates with all relevant stakeholders to schedule the contract signing date
- Ensures that meetings are scheduled and effectively use the teams and Director's time
- Track all contracts that have been executed and handed over to customers to sign in a timely manner
- Ensures the correctness, promptness and confidentiality of all personal data of customers in the system and in the local database
- Assists in management of customer database
- Compare and ensure that unit pricing and description matches in master data base, contracts and Oracle
- Monitors client payment dynamics
- Works closely with Sales managers to coordinate and launch projects and campaigns
- Release list of available inventories for Sales Managers, Head of Sales, Belgrade Waterfront's Director

YOUR QUALIFICATIONS:

- Bachelor's degree of any vocation (Degree in Economics is a plus)
- Minimum 2 years of experience in administrative role
- Strong working knowledge of the Microsoft Suite of products
- Strong analytical and detail-oriented skills
- High level of operational effectiveness with the ability to deliver quality results
- Excellent knowledge of English language
- Experience in working in SAP/ORACLE or any major ERP system is advantage

WHAT WE OFFER:

- Work in an international environment
- Opportunity to work on one of the most prestigious projects in our region
- Competitive compensation package
- Outstanding opportunities for career growth and development

If you are confident that you meet the above requirements and you are interested in developing your career in a dynamic international organization, please send your application.

Please note that only short-listed candidates will be contacted.

APPLY HERE