



Due to expansion of our operations, for our office in Belgrade we are looking for:

## Sales Executive

### RESPONSIBILITIES:

- Develop new business primarily through in-person contacts, phone calls, follow-up to include; presentations to those who influence decisions and decision-makers and schedule fact-to-face contact with prospective candidates requiring real estate needs
- Report and update supervisor on calling program status; clients met, potential deals being generated, issues/concerns, and next steps
- Work with Senior Agents as needed to assist in calls and business development activities
- Represent the interests of client firms to locate office space (including researching companies and executives, preparing surveys, conducting tours, evaluating proposals, conducting financial analysis, preparing lease abstracts and reviewing lease documents)
- Responsible for the preparation of marketing materials (including flyers, floor plans, brochures, stacking plans, and maps)
- Work closely with brokers to prepare proposals and strategies for presentations, as well as working closely with Market Research to pull together market information for clients
- Develop and maintain working relationships with industry professionals
- Act as liaison between the client and other brokers involved in the project to ensure that information flow is effective and timely between all parties
- Other duties may be assigned

### QUALIFICATIONS:

- Bachelor Degree
- 5 + years comprehensive experience in related field
- Fluent in both written and spoken English
- Desire and ability to establish and solidify client relationships with a long-term perspective
- Excellent oral and written communication skills
- Strong interpersonal and sales skills
- Ability to solve problems involving several options in situations
- Driving license would be an advantage

If you are interested in joining our team and pursuing your career in an inspiring and dynamic environment please send your CV and cover letter to [jobs@cw-cbs.rs](mailto:jobs@cw-cbs.rs). Only short-listed candidates will be contacted.

CBS International is the leading real estate consultancy in Serbia in terms of revenue for 9 years, providing variety of services including: Office Agency, Retail Agency, Residential Sales and Leasing, Industrial Agency, Land Agency, Valuation and Development Advisory, Capital Markets, Market Research, Project Management, Facility Management, Property Management and Marketing.

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