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| --- | --- |
| **Role: Real Estate - HO** | |
| **Role Definition** | Development through store openings as per the yearly plan. |
| **Responsibility Deliverable** | # Property approvals within TAT  # Ensure AAA properties and signups are delivered through CMFs. |
| **Tasks & Activities** | * **Update Role clarity document** * Train CMF and his team on role clarity document * Keep updating as per requirements * **CRM – Salesbabu** * Train CMF and his team on usage of CRM * CRM should be working on the desktop and handheld devices properly * Improvements required by the team should be incorporated in timely manner * **Property acquisition - Agreements** * Keep track that agreements are in company format. * Ask for amendments in the Leave and license agreement via email, in track change mode * Receive L&L * Receive Franchisee agreement * Send signed copy of Franchisee agreement to franchisee * Scan both the agreements and file properly for easy access later * Hard copy to by filed in separate franchisee file * Inform Projects about property acquired so that he can start his process * Ensure FSSAI and GST certificate are received * Once above 2 are received facilitate opening of UID in-coordination with systems team |

**Competence Iceberg Attributes**

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| --- | --- |
| **Iceberg Elements** | **Attributes List** |
| **Skills** | * Analysis * Communication * Rapport Building * Networking skills * Planning * Data Management * Telephone Etiquette * Time Management * Creative Thinking * Listening |
| **Knowledge** | * Demographic Knowledge * Internet Usage & Data Sourcing * Corporate Brands – QSR * MS Office |
| **Self-Image** | * Confident * Industry Expert * Pro-active |
| **Traits** | * Decisive * Honesty * Transparency * Integrity |
| **Motives** | * Desire to become the best in class - QSR & achieve the targets in given timeline. |

**Systems for Business Development**

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| **KRA** | **Measurement Parameter (Qty. Quality, Time, Cost)** | **Tracking Method** | **Frequency** | **Template** |
| Liasioning | # Documents filed within TAT | Franchise File | Monthly | Report-  Signup |