

TUYỂN DỤNG TRƯỞNG PHÒNG QUẢN LÝ VẬN HÀNH DỊCH VỤ CHO THUÊ/BÁN CĂN HỘ

1. We are seeking for **Head of Department of Rental/Resale Management Service** who will work with Developers/clients on a daily basis in order to update all the relevant information regarding the Projects Homeapp is selling.

2. Main duties:

- Management on Sale and Marketing for Rent/Resale service:

- + Coordinate with Service company on apartment rentals, compile and report on weekly customer lists through meetings and on the system.
- + Feedback on product status, suggest upgrades if any
- + Set up and supervise the sale procedure on different channels
- + Consulting, making contracts, taking care of guests when moving in

- Apartment Rental Management:

- + Work with the Developer on related procedures upon receiving the apartment and throughout the rental operation process.
- + Plan to fill rooms and decorate empty rooms after receiving handover from the Developer
- + Effectively manage and care for existing and current customer sources. Ensure minimum room rental rate.
- + Resolve problems that arise in rental units.
- + Manage, recruit, and transfer technical staff or service units related to apartment maintenance.
- + Responsible for customer security and tenant property.
- + Make sure the set up units are always ready for rent.

Apartment Resale Management:

- + Work with the related Department, customer, buyer on product for sale.
- + Research market price, do report and offer solution to client on sale.
- + Set up procedure and manage the whole process for sale.

- Orientation of activities and general work of Departments:

- + Set up the procedure on rental and resale management services
- + Control on revenue, expense and profit of department
- + Training, give instruction, organize the staffs of Department
- + Meeting, reporting, performing related work according to company regulations, updated daily on the system report file.
- + Other tasks assigned or newly appointed by the Direct Manager or Board of Directors.

3. Requirements:

- + 30 -35 years old
- + Have broker license
- + 3 year experience in real estate on the same position - preferably;



HRCONCY

- + English level - advanced, Russian (if any)
- + Intelligent, fast learning, able to work under pressure
- + Good skill on making reports, work management, analysis and synthesis.

4. Type of position: Full time staff
5. Working time: 40h/week from Monday - Friday or flexible time as job requirement.
6. **Net Salary: 18-22 million VND**, depending on the interview outcome.
7. Effective salary and Bonus on profit Quarterly.
8. Insurance as State regulation.