

## JOB DESCRIPTION

**Job Title:** Associate Director of Sales

**Department:** Marketing and Sales

**Report to:** Head of Marketing and Sales.

**Position Overview:** The Associate Director of Sales will work closely with the Marketing and Sales Director to drive sales for our residential and hospitality property projects.

### Key Responsibilities:

- Market research from competitors and prepare the periodic market report;
- Research for project, developer, agent and make report to give offer to choose project for sale;
- Check the legal docs from projects;
- Collect and update products, materials for marketing;
- Develop and implement appropriate Sales strategies to develop the market.
- Develop plans for agent network expansion, recruitment, and human resources team management.
- Negotiate to Developer/Agent on projects, products for sale, procedure for booking, ect....
- Follow up the sale and booking procedure until the end of the deal.
- Training the staff in the department..

### Qualifications:

- Minimum 10 years of experience in real estate sales.
- At least 5 years of experience in a management position.
- Experience in the Residential with high-end segment (hospitality sector is preferred).
- Strong presentation, interpersonal, and time management skills.
- Proficiency in market research and analysis.
- Good command of English

### Requirements:

- + 32 - 40 years old
- + Have broker license
- + 3 year experience in real estate on the same position - preferably;
- + English level – Immediate and above
- + Intelligent, fast learning, able to work under pressure
- + Good skill on making reports, work management, analysis and synthesis.



Type of position: Full time staff

Working time: 40h/week from Monday - Friday or flexible time as job requirement.

Salary: Up to 80mil gross.

Benefits: - Effective salary and Bonus on profit Quarterly.

- Insurance as State regulation.