

JOB TITLE/ Chức danh: HEAD OF SECONDARY MARKET SALES Trưởng phòng Kinh doanh Thị trường Thứ cấp	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> • 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none"> •
Summary of Duties/ Tóm tắt nhiệm vụ Head of Secondary Market Sales to work directly and on a daily basis with the Agents and clients to resale properties on the secondary market.	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <u>Agency Channel (Partner Sales)</u> <ul style="list-style-type: none"> • Building a network of partner agencies in HCMC — signing agreements with local real estate agencies (sàn giao dịch bất động sản) to promote units from the company's portfolio to their buyers • Developing the partner program — commission structures, marketing materials in Vietnamese, agent training on the product portfolio • Managing the partner sales pipeline — CRM, lead tracking from agencies, conversion monitoring • Organizing joint events — agent briefings, showroom visits, networking events <u>Direct Sales (Inbound / Advertising Channel)</u> <ul style="list-style-type: none"> • Processing inbound inquiries from advertising channels (Facebook, Zalo, Google Ads, Batdongsan.com.vn, etc.) • Lead qualification, consultations, property showings, deal support through closing • Creating listing content — photography, descriptions, secondary market pricing • Expert property valuation for listing on the secondary market <u>Operational Development</u> <ul style="list-style-type: none"> • Building sales processes from scratch — scripts, templates, buyer engagement standards • Creating the property database — both from the company's portfolio and partner-sourced listings • Coordination with asset management team — on apartment status and readiness for sale • Management reporting — weekly/monthly reports on pipeline, conversion, market pricing 	
Essential Qualifications/ Trình độ chuyên môn <ul style="list-style-type: none"> • Bachelor's Degree or higher in Business, Economics, or a relevant field. • 5+ years in residential real estate sales in HCMC, with at least 2 years in the secondary market. • Experience at a Top-20 company - developers (Masterise, Gamuda, Novaland, Hung Thinh, Khang Dien), agencies (CBRE, Savills, JLL, Propnex Vietnam), or major agent. 	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) <ul style="list-style-type: none"> ➤ Knowledge: <ul style="list-style-type: none"> • Experience with agency networks — building or managing a partner channel • Team Lead / Sales Manager experience — managing at least 2–3 people. • Legal Knowledge: Understanding of pink nook, transfer procedures, sales tax (PIT 2%), notarial requirements

	<ul style="list-style-type: none"> • CRM & Digital Tools: Experience with CRM systems (Salesforce, HubSpot, or local Vietnamese alternatives). Ability to analyze pipeline data • Market Analytics: Ability to assess market value, prepare comparative market analysis (CMA) <p>➤ Skills:</p> <ul style="list-style-type: none"> • Negotiation & Sales: Ability to negotiate at the level of agency owners and sales directors, not just agents • Presentation Skills: Ability to prepare and deliver portfolio presentations to partner agencies • English: Working proficiency (B2+). Communication with management, reporting, working with foreign buyers • Russian: NOT required (but a bonus for coordination with the Moscow office)
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Approval/ Phê duyệt		Accepted by/Chấp nhận ----- - Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: <ul style="list-style-type: none"> • Salary: Basic salary 25-30M NET • Incentives: Bonus based on completed sales contracts, 13th Bonus • Insurance: As per State and Company regulations 	WORK PLACE/ Địa điểm làm việc: <ul style="list-style-type: none"> • HCMC.
Level <ul style="list-style-type: none"> • Level: 	Industry/ Ngành nghề: <ul style="list-style-type: none"> •
Team size <ul style="list-style-type: none"> • 	Language/ Ngôn ngữ: <ul style="list-style-type: none"> • English: fluent
Ghi chú cho người giới thiệu <ul style="list-style-type: none"> • Working Hours: 40 hours/week, Monday to Friday (or flexible hours as required). 	