

JOB TITLE/ Chức danh: SALES ADMIN MANAGER	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> Sales Department Manager 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none">
Summary of Duties/ Tóm tắt nhiệm vụ <ul style="list-style-type: none"> 	
General Scope/ Phạm vi trách nhiệm <ul style="list-style-type: none"> Sales Operations Management and Process Standardization. Authority/ Quyền hạn <ul style="list-style-type: none"> Entitled to propose to direct management the provision of appropriate facilities and working conditions necessary to complete assigned tasks. Authorized to discuss and propose solutions regarding work-related issues with other department members to improve operational efficiency. 	
Job Descriptions/ Mô tả công việc <ul style="list-style-type: none"> Establish and implement standardized sales processes across all projects. Take charge of developing and supervising the CRM system to support sales tracking and customer management. Coordinate with Sales, Legal, and Marketing departments to ensure compliance and accuracy in all operations. Support pre-sales activities and ensure full readiness for project launches. 	
Essential Qualifications/ Trình độ chuyên môn <ul style="list-style-type: none"> Education: Bachelor's Degree (University level) 	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"> Minimum of 3 years of experience in a similar position. ➤ Skills: <ul style="list-style-type: none"> Advanced proficiency in MS Word and Excel. Expertise in managing and utilizing CRM systems. Strong organizational and management skills regarding work tasks, time, and documentation Detail-oriented and highly meticulous/careful in work execution.

Approval/ Phê duyệt

Accepted by/Chấp nhận

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 Date/Ngày:



<p>BENEFIT/ Lương, thưởng, đãi ngộ:</p> <ul style="list-style-type: none"> • Salary: 30,000,000 VND (Gross monthly income). • Insurance: Statutory social insurance coverage in accordance with State regulations. • Welfare Benefits: Entitled to corporate welfare regimes as per Company policy. • Bonuses: Public holiday, Lunar New Year, and KPI-based bonuses according to Company regulations. • Career Development: Clear career roadmap with professional training opportunities. 	<p>WORK PLACE/ Địa điểm làm việc:</p> <ul style="list-style-type: none"> • HCMC. • Work Environment: Professional, dynamic, and friendly working environment.
<p>Level</p> <ul style="list-style-type: none"> • Level: Manager 	<p>Industry/ Ngành nghề:</p> <ul style="list-style-type: none"> • Real Estate
<p>Team size</p> <ul style="list-style-type: none"> • 	<p>Language/ Ngôn ngữ:</p> <ul style="list-style-type: none"> • English: fluent
<p>Ghi chú cho người giới thiệu</p> <ul style="list-style-type: none"> • Gender: Female. • Age: Under 50 years old. 	