

JOB TITLE/ Chức danh: SALES MANAGER	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> Deputy General Director 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none">
Summary of Duties/ Tóm tắt nhiệm vụ <p>The Sales Manager is responsible for developing and executing effective sales strategies to achieve project sales targets, drive market absorption, and ensure strong sales performance throughout the project lifecycle. This role works closely with Marketing, Sales agencies, and internal stakeholders to optimize lead conversion, support sales launches, manage brokerage performance, and ensure the successful delivery of business objectives.</p>	
Key Performance Indicators <ul style="list-style-type: none"> Achieve minimum 90% sell-out of total inventory (1,100 units) within 9 months. Clear all remaining inventory within 12 months. Minimum 450 units per sales launch. Ensure conversion rates and broker performance align with the sales plan. 	
Job Descriptions/ Mô tả công việc <p>Sales Strategy & Management</p> <ul style="list-style-type: none"> Develop and implement phased sales plans in line with project launch timelines and business targets. Set sales targets by project phase, launch, and agency, and monitor performance against committed goals. Track sell-through progress, analyze sales performance, and adjust strategies when needed to ensure target achievement. Prepare regular sales reports and forecasts for management review. <p>Agents Channel Management</p> <ul style="list-style-type: none"> Recruit, select, and manage brokerage agencies to build an effective and high-performing sales channel. Establish and maintain cooperation frameworks, commission schemes, and performance management standards for agents. Monitor agency productivity, motivate sales partners, and ensure strong sales commitment across channels. Support key transactions and important sales cases when required. <p>Training & Sales Support</p> <ul style="list-style-type: none"> Coordinate with Marketing to conduct product and sales training for brokerage agencies. Ensure agents fully understand the project USP, target customers, and key selling points. Provide support for critical sales transactions and issue handling when necessary. Work closely with internal teams to ensure smooth sales execution and consistent customer handling. <p>Marketing Collaboration</p> <ul style="list-style-type: none"> Align sales plans with marketing campaigns to ensure consistency in market execution. Propose promotional programs suitable for each sales stage. Optimize lead quality and conversion rates through close coordination with Marketing and internal stakeholders. <p>Others</p> <ul style="list-style-type: none"> Provide support for other customer-related and internal coordination tasks as required. Perform other duties as assigned by the Line Manager or higher-level management. 	

<p>Essential Qualifications/ Trình độ chuyên môn</p> <ul style="list-style-type: none"> • Bachelor’s degree in Business Administration, Law, Real Estate, Hospitality Management, or other related fields. 	<p>Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)</p> <ul style="list-style-type: none"> ➤ Knowledge: <ul style="list-style-type: none"> • 5–7 years of experience in real estate sales or a related field and at least 2–3 years of management role. • Experience in sales, brokerage, or project sales, specially experience in large-scale project sales is required. • Strong understanding of sales strategy, agency management, and real estate market dynamics. – • Experience in working with brokerage networks is a strong advantage. • Experience in Sales Agency Management and strong at agency networking. ➤ Skills: <ul style="list-style-type: none"> Technical Skills: <ul style="list-style-type: none"> • Good knowledge of sales planning, sales reporting, and performance tracking. - Proficiency in Microsoft Office. - Ability to analyze sales data, prepare forecasts, and monitor business performance. - Experience in working with CRM systems or sales tracking tools is an advantage • Soft Skills: <ul style="list-style-type: none"> • Customer-centric mindset with strong empathy and interpersonal skills. • Strong problem-solving skills, especially under pressure or in urgent situations such as handover delays or construction-related issues. • Excellent verbal and written communication skills. • Ability to manage client interactions and deliver clear presentations. • Ability to coordinate with internal departments and support cross-functional tasks when required. • Responsible, autonomous, punctual and detail oriented.
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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"> • Competitive and negotiable salary based on interview performance and relevant experience. • Social insurance from the first working day (including probation), calculated based on 100% of gross salary. • Private health insurance upon completion of 2 months' probation. • Annual health check-up. • Two performance-based bonus payments per year. • Leave encashment • Annual leave as Labor code and additional paid medical leave provided by the company • Annual salary review. • Special employee home purchase program at cost price. • International working environment with friendly, supportive, and open-minded colleagues. • Other competitive benefits in accordance with company policy. 	<p>WORK PLACE/ Địa điểm làm việc:</p> <ul style="list-style-type: none"> • HCMC.
<p>Level</p> <ul style="list-style-type: none"> • Level: Manager 	<p>Industry/ Ngành nghề:</p> <ul style="list-style-type: none"> • Commercial
<p>Team size</p> <ul style="list-style-type: none"> • 	<p>Language/ Ngôn ngữ:</p> <ul style="list-style-type: none"> • Good command of English (must have).
<p>Ghi chú cho người giới thiệu</p> <ul style="list-style-type: none"> • Working Hours: 9:00 – 18:00, Monday – Friday. • Willing to travel or support project-related activities when needed. 	