

JOB TITLE/ Chức danh: PROJECT DIRECTOR	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> Director / Head of Department	Positions Reporting to this Position <i>Nhận báo cáo từ:</i>
Summary of Duties/ Tóm tắt nhiệm vụ Drive Sales & Revenue: Lead project sales strategy, set targets, and ensure overall revenue achievement. Build & Lead Team: Recruit, train, motivate, and provide 24/7 closing support for sales staff. Execute Operations: Analyze markets, run product launch events, handle deposits, and manage Developer/Client relations	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc Key Responsibilities - Directly manage all sales-related activities for assigned projects, reporting directly to the General Director for assigned duties. Achieve sales targets for the designated project(s). - Identify target markets and potential clients, working alongside the team to search for and tap into potential leads for the project. - Conduct research, evaluations, and syntheses of the real estate market segment relevant to assigned projects, proposing business solutions to boost the Company's sales performance for each project. - Thoroughly master all project-related information and cascade it down to all project sales personnel. - Develop annual, quarterly, and monthly action plans; register sales targets and receive business targets assigned by the Company. Allocate targets to sales divisions/departments. - Manage, direct, support, and supervise the work of real estate project sales personnel under management. Urge and oversee project business execution. - Assist teams and team members in deal closing. Negotiate and sign contracts. - Organize product launch events, supporting sales executives in attracting clients, providing product consultations, and closing deals. - Manage and train staff on a daily/weekly/monthly/annual basis, ensuring regular updates on project information. Test staff members' project knowledge and skills to ensure product mastery. - Monitor the status of prospective clients currently handled by sales personnel to provide timely assistance. - Represent the Company in direct interactions with clients; authorized to handle deposit-related matters (in accordance with the sales process). - Submit work reports on a daily/weekly/monthly/quarterly/annual basis as required by the Board of Directors. Other Duties - Assist the Board of Directors in building a client management system and executing customer care campaigns. - Advise the General Director on strategic planning related to projects. - Headhunt qualified and suitable talent; conduct weekly training for staff on product details, sales policies, compensation policies for sales executives, sales & objection-handling skills, company rules, corporate culture, etc. - Maintain and foster corporate culture after high-stress working hours to bring team members closer together. - Perform other tasks as requested by the direct manager or the Board of Directors.	

Essential Qualifications/ Trình độ chuyên môn • Minimum 3 years of experience in an equivalent position.	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) ➤ Knowledge: • Segment Expertise: Deep knowledge and experience in luxury and ultra-luxury real estate projects. • Product Portfolio: Proven track record with high-end product lines, such as luxury apartments priced from \$6,000/sqm+ and villas priced from 50 billion VND (~\$2M)+. ➤ Skills: • Sales Savvy: Strong sales skills with a deep understanding of what sales teams need and how to effectively support them. • Presentation & Training: Excellent presentation abilities and strong coaching/training skills. • Analytical Mindset: Skilled at analyzing projects to identify key selling points and unique value propositions. • Problem-Solving: Strong situational handling and problem-solving skills. • Leadership & Inspiration: Ability to inspire, motivate, and ignite passion within the team. • Project Passion: Deeply passionate and dedicated to the assigned projects. • Sales Support: Dedicated to supporting sales 24/7 with genuine enthusiasm and 5-star service standard. • Resilience: Ability to perform exceptionally under high pressure. • Target-Driven: Committed to achieving the company's targets set by the Developer. • Positive Mindset: Brings high energy and a positive attitude toward the project. • Recruitment: Strong talent acquisition and recruitment capabilities. • Communication & Negotiation: Proficient in communication and negotiation with Clients, Developers, and Partners. • Diligence & Willingness to Learn: Highly diligent, hard-working, and eager to learn (Mastering this quality ensures success in all the above).
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Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: Salary: Competitive and negotiable salary based on interview performance and relevant experience	WORK PLACE/ Địa điểm làm việc: Ha Noi
Level Level:	Industry/ Ngành nghề: Real estate developer
Team size	Language/ Ngôn ngữ: English
Ghi chú cho người giới thiệu (quan trọng) Kinh nghiệm: Theo yêu cầu trong JD và có kinh nghiệm làm việc tại các công ty Bất động sản là chủ đầu tư nước ngoài.	