HRCONCY

JOB TITLE/ *Chức danh*: **HEAD OF SALES**	**Division/** *Khối:*
This Position Reports to *Báo cáo cho:* • CEO	**Positions Reporting to this Position** *Nhận báo cáo từ:* • Managers, Executives • Sales Team

Summary of Duties/ *Tóm tắt nhiệm vụ*

The Head of Sales is responsible for leading, directing, and executing the overall sales strategy for real estate projects to achieve annual sales and revenue targets. This role oversees sales operations, agency networks, market expansion, customer service, and budget management, while driving department performance and brand alignment under the direction of the CEO.

General Scope/ *Phạm vi trách nhiệm*

Job Descriptions/ *Mô tả công việc*

- Create and develop business plans and sales strategies that ensure the attainment of yearly sales goal and profitability.
- Control expenses to meet budget guidelines: prepare and analyze Sales Expenditure monthly budgets and review any significant variances from the budgeted figures to ensure that the appropriate plan of action is in progress and to monitor the implementation of corrective action.
- Develop and implement the appropriate strategies for new products and services.
- Quickly and actively utilize the opportunities to for selling and developing the real estate products.
- Improve the overall portfolio of the Sales Department to facilitate "deal closing".
- Create, develop and manage Sales agencies over whole of country.
- Kick-start and coordinate the action plans to penetrate new markets.
- Responsible for the performance and development of sale database. Conduct statistic researches, data gathering. analyze market study, supply and demand, target market.
- Maintain the accurate records of all pricings, sales, and activity reports; prepare sales reports; review and monitor the sales progress.
- Lead the orientation for company image in the market; draft master plan for opening logo, brand, brochures, etc.
- Provide direction, guidance to the Sales Department to ensure the alignment with the Company's strategies.
- Coordinate with HR & Admin Department to organize training activities for subordinates; Manage and follow up debt.
- Manage and control to receive refund request Letter from customers.
- Managing Customer Service's operation.
- Managing the Settlement of Customer complaints.
- Carry out any works which assigned by CEO.

Essential Qualifications/ *Trình độ chuyên môn* • Bachelor/ Master in Business Administration, Marketing or equivalent; • > 8 years' experience in manager role of a Real Estate Company or relevant field of business;	**Essential Attributes (Knowledge/skills requirements)/** *Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)* ➢ Job competencies: • Advanced MS Office skills • Good command in English ➢ Other needed skills: • Excellent in ability to communicate and present; • Time management skill • Well planning • Strong analytical and project management skills • Leadership • Ability to manage multiple transaction within a high-paced environment; • Ability to establish and maintain effective contact and working relationships with Staff, Directors, etc; • Broad knowledge and experience in principles and practices of Sales & Marketing activities for real estate products; • Ability to serve as a successful participant on the executive management team that provides company leadership and direction;

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:* • HCMC, Vietnam
Level • Head of Department	**Industry/** *Ngành nghề*: • Real Estate Development
Team size •	**Language/** *Ngôn ngữ*: • English
Ghi chú cho người giới thiệu (quan trọng)	