

## JOB DESCRIPTION

### General Information:

Job Title:	Sales Consultant
Company Name:	Indochina Properties
Department:	Sales & Leasing Department
Working Location:	Hanoi
Job grade:	Professional

### Job Summary

Responsible for sales and leasing properties to foreign prospects domestically and overseas.

### Key Responsibilities

- Conducting property viewings in professional manner
- Communicating timely and effectively with potential clients via phone, email or otherwise
- Listing of new properties for rent and resale across an assigned area
- Preparation of property details for dissemination through our marketing channels
- Negotiation of agency terms with prospective owners and developers; documents collection
- Preparation and follow-up for owner's signature of Agency Agreement
- Keeping up-to-date on availability of listing portfolio
- Responsible for insuring the "model" apartments and target apartments are ready for show;
- Thorough knowledge of project information, contract terms of listings
- Knowledge of sales techniques, professional conduct and regional customs of target country
- Knowledge of current market conditions, price development, economic and legal matters in Vietnam
- Maintaining contact with all assigned developer accounts. Provide support and advice on sales & marketing activities, events and product USP's
- Responsible for conducting out-reach marketing regularly as per manager's instruction to find new prospective buyers and owners
- Efficient and timely processing of all required administrative forms, reports and related information.
- Providing regular updates on sales activities and ensure timely tracking of activities in system provided
- Any other duties as assigned by the line manager

### Education and Skills:

#### Education:

- University degree, preferably from an educational institution abroad
- Preference for graduates in Business management; Marketing.

#### Communication Skills:

- Ability to effectively communicate in English & Chinese or English & Korean, verbally and written.
- Strong interpersonal, negotiation and communication skills, for liaising with colleagues, customers and other stakeholders;
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Persuasion skills; ability to close deals

#### PC Skills:

- The ability to work with IT resources such as databases and spreadsheets, for the collection and management of information. Previous experience with CRM software is an advantage

#### Experience:

- At least a year experience in sales preferred

**Language:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

**Key Characteristics:**

- Excellent communication, interpersonal and writing skills;
- Driven, competence, flexibility and a willingness to learn;
- Excellent organizational and time management skills with the ability to multi-task;
- Literacy, for writing reports and presentations;
- Ability to fulfill tasks with minimum supervision; high level of self-motivation
- Result-oriented with ability to work effectively under pressure
- Creativity, imagination and the ability to use initiative;
- Good teamwork, analytical and problem-solving skills;
- Business-related awareness and a good knowledge of current affairs