



EXCITING, CHALLENGING AND REWARDING OPPORTUNITIES

Desired Skills and Experiences for all positions :

- Bachelor's degree in any fields.
- Having direct working experiences and or real estate experience is a plus.
- Good command of English.
- Pleasant, Presentable, Self disciplined, Proactive, Respectful and Professional interpersonal skills.

Location: Head Office (Langsuan)

Resales & Leasing Manager

- Secure listings from Sellers with a Resale / Leasing Marketing Mandate; suggest prices that are current with market conditions for Raimon Land projects.
- Manage the listings and Sell / Lease the property.
- Secure re-sales / leasing agency agreements with real estate agents independent of any Raimon Land new developer inventory.
- Keep the Sellers / Lessors updated monthly with activity summaries about their property – maintain good owner relations.
- Minimum 3-5 year of experiences in Real Estate Property Sales & Marketing areas.
- You will need to have previous experience in a Resale & Leasing role within Real estate business with strong analytical and relationship building skills

Assistant Manager – Sales and Marketing Admin

- Full responsible in updating the pricing and elevation file for all Raimon Land projects.
- Prepare fact sheets with unit types, numbers of units on sale and pricing.
- Full responsible on updating the units that is sold or back to the market with the new selling price.
- Monitor for each Sales Performance report.
- Prepare month-end marketing and sales report and submit to VP-Client Management.

Assistant Asset Manager

- Implementing Fixed Asset policy and coordinate and communicate the new policy to other concerned department.
- Track all assets of the company including movement and disposal.
- Check and update all the Asset code issued, also asset check and label at all sites.
- Review all contracts for various projects after Director's negotiation e.g. lease contract, subcontractors, insurance for all properties and cars.

Business Analyst

- Source new land opportunities and establish strong connections with related parties.
- Collect and analyze property market data for a presentation to management.
- Update new regulations, planning, and other building codes with governmental agencies.

Accountant (AR)

- Issue an Invoice for the building rental service.
- Issue an Invoice on income basis.
- Record all income accounts.
- Reconcile all income transactions.
- Issue a Receipt for every income account.

Location: The River/ 185 Rajadamri

Senior Sales Manager

- Manages Sales operation, takes care of Payment term, Terms of Negotiation
- Monitors your team's performance and motivates them to reach targets
- Trains and coaches Sales Executive how to acquire customers, negotiate deals, secure financing and complete paperwork for the Sale.
- Control the proportion of foreign's purchase limit for the Project
- Excellent Sales, Communication, people and Negotiation skills with good business sense
- Able to motivate and lead team
- *(Previous experience in Real estate/ Property business ONLY)

Client Management Manager

- Provide high quality efficient customer services.
- Point of contact and customer services on-site
- Manage client foot traffic on-site
- Responsible for Reservation and Contract administration.

Building Manager/ Assistant Building Manager

- Provide day-to-day management of the site and ensure that the company's reputation as a high-quality service provider is maintained and enhanced.
- Supervise and monitor general and technical site staff for efficient running of the site, and compliance with the company's rules and policies.
- Ensure that all operating procedures for the property run efficiently, including security, fire safety, emergency, and evacuation procedures.

Assistant Warranty Manager

- Responsible for Raimon Land Condominiums Project that support for Warranty issue.
- Ensure all Condominium units well standard quality properly for its customers, Clients.
- Supervision and managing for warranty staff.

Assistant CRM Manager (Handover Team)

- Attend meeting and discuss with clients for handover process (all projects).
- Attend meeting and coordinate with all level of division staffs of other department such as Accounting, Development, Finance, Sales, Special Project for approvals, clarifications, payment owner details, etc.
- Review and negotiate all quotations with subcontractors and suppliers from site team.
- Check all invoices from CRM teams and Assets team for Raimon Land for reasonable cost and correction before payment and update all outstanding payments all projects.

Warranty Inspector

- Identify, Specify all warranty issues to unit's owner.
- Clarify standard of warranty issues to unit's owner.
- Liaise with the contractor regularly to ensure sufficient service.

Senior PRC Sales Executive

- Conduct direct sales of fractional or time share real estate products.
- Conduct on-going sales follow up by phone and email.
- Assist with various tasks associated with the marketing efforts of fractional real estate.
- Assist with various tasks developing The "Private Residence Clubs" sales team.
- Timeshare or Fractional Sales experience is a must.

Client Management Coordinator

- Provide high quality efficient customer services.
- Point of contact and customer services on-site.
- Manage client foot traffic on-site.
- Responsible for General Administration of Reservation and Contract.

Guest Service Agent

- Work and manage the building's telephone switchboard operation.
- Greet/receive and offer hospitality to visitors to the building.
- Provide support assistance on a variety of building functions.

Sales Executive (Bangkok/ Pattaya) – 10 Positions

- 1 year or more experience in roles of Sales, preferably in Real Estate field.
- Full responsibility for assigned sales target
- Result-oriented with high integrity in Sales Profession
- *(Previous experience in Real estate/ Property business ONLY)

Agent Coordinator (Pattaya)

- Assist Agents in the whole selling process to their clients.
- Coordinate Visits to RL Properties.
- Create and Maintain Relationship with existing Agent Network.

Marketing Coordinator (Telemarketing – Outbound)

- Answer enquiries from the customers about Raimon Land project detail such as a location, an approximate price range, etc.
- Recheck all the clients profiles detail and organize.

Warranty Admin

- Support activities and document to warranty department.
- Harmonise and Generate Good Relationship between Raimon Land and clients;

Outdoor Personal Contact (Bangkok) – 12 Positions

- Present the company's product and campaign in booth location.
- Generate more qualified lead for marketing business purpose.
- New Graduate is welcome.

Please visit www.raimonland.com to view full Job description details.
You may also send your CV to career@raimonland.com for an initial assessment of your qualifications by stating "Walk-in interview" in order to make an advance interview appointment. Please call tel. 0 2651 9601 ext: 191, 193 for advance interview appointment.

โทรสำรองเวลาเพื่อนัดสัมภาษณ์ได้ที่ 0 2651 9601 ต่อ 191, 193

Raimon Land Public Company Limited 22ndFloor, Unit 2201-3 The Millennia Tower,
62 Langsuan Rd, Lumpini, Pathumwan, Bangkok 10330

The River Condominium Project 110 Soi Charoennakorn 13, Charoennakorn Rd., Klongtsonai,
Klong Sarn, Bangkok 10600

