



We are principally engaged in the development and management of a large-scale mixed property development project in Phang-nga, Thailand. The site, located within the Thai Muang district, is planned to develop as an all-season resort with high-end residential real estate, hotels and other facilities. To achieve this aim, we invite high-caliber professional individuals to join our site team based in Thai Muang (30km north of Phuket).

## Assistant Sales Manager

### *Responsibilities:*

The Assistant Sales Manager will report to the Director of Property Sale at Aquella Sales Gallery in Thai Muang, Phang-nga. His/Her duties and responsibilities include but not limited to:

- Work with Director of Property Sales and extended team members to achieve sales goals and reinforcing brand awareness to the target audience
- Provide administrative assistance and follow up on sales including answering sales calls, emails, chats, sales material distribution and promotions
- Track and monitor leads and produce accurate and timely reports that meet the needs of the Director of Property Sales including reporting of appointments, calls made and business leads
- Analysis of local market trends and competitor activity to identify business leads and share with the team as required
- Cooperate with other internal and external stakeholders as required to create an exceptional guest experience and build strong, comprehensive sales programs for the Aquella project
- Demonstrates the highest standards of ethical behaviour and absolute discretion with sensitive information, attends training session and meeting

### *Successful applicant:*

- Proven working experience in real estate sales (min. 3 years) or similar high end lifestyle/luxury hospitality sales experience preferred
- Proficiency in spoken and written English and Chinese (Putonghua and/or Cantonese to a native standard)
- Solid communication and interpersonal skills
- Ability to drive with valid driver's license and owning a car is a must
- Computer literate (including MS Office—Word, Excel, PowerPoint etc.)
- Experience and knowledgeable of CRM system is beneficial
- High school degree or above

We offer attractive remuneration package and fringe benefits to the right candidate. If you have the ambition to create an exciting and rewarding career, please send us a cover letter highlighting your expertise and strength together with your detailed resume immediately via email to [recruitment@pcpd.com](mailto:recruitment@pcpd.com).