



Job Position: Office Administration & Customer Service
PATTAYA BRANCH
Job Description

Vauban real Estate is one of the leading real estate group in Thailand with 9 branches in the Kingdom. The company caters the real estate needs of international clients.

As Office Administration and Customer Service dedicated on Pattaya market, your missions are to develop and lead sales in Pattaya area.

Missions:

- Office Administration
- Agency Clients Support
- Commercial assistant

A. Duties related to the Position:

a) Office Administration

- Manage the daily routine and maintain the office in good conditions
- Expenses & Payments Management (follow up)
- Management all other administrative tasks
- Answer to the inquires: email, telephone
- Handle manage and classify all the paper works

b) Administration Support

- Review agreements with third parties (owners, developers, partners)
- Assist and coordinate with sale's team in admin related matters (invoices, contracts...)
- Provide clients admin supports (ex: signature, bank transfer, bank opening account...)

c) Maintenance and development of the database of properties / projects

- Find new properties (sale /rent)
- Create/Update in company's system and handle relation with owners
- Follow up developers (contracts, collection of information and Create/Update in company's system)
- Coordinate with Sales and Marketing executives
- For promotion and visits/Inspection Identify relevant properties to be promoted

d) Reporting

- Report your activities to your Manager

B. Salary:

Fix Salary

C. Workplace:

Pattaya Agency : Chateau Dale, 306/71, Thappaya Road, Moo 12, Nongprue, Banglamung, Pattaya, Chonburi

Monday to Friday from 9.00 to 6.00 pm. And Saturday 9.00-13.00 pm.

D. Day Off:

Thai national day off : 17
Additional 7 days.



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E. Benefit:

Social Security
Health insurance after pass probation

Requirement

- Thai nationality
- Male or Female age 27-30 years old up
- Fluent in Thai, English speaking and writing (French will be a great plus)
- Creative, active and enthusiasm
- Service minded and ability to work in a team and in an international environment
- At least 2-5 year experience as Administration or Similar tasks
- Skill in computer in Ms Office, Internet and social network
- Good organization able to organize work, schedules arrangement and deliver in time