



## **Job Position: RENTAL EXECUTIVE**

### **Job description**

**Vauban real Estate** is a real estate group with 9 agencies in Thailand's most attractive destinations such as Bangkok, Pattaya, Hua Hin, Samui, Chiang Mai along with Phuket.

To ensure our development and fast growth, we are looking for a Rental Executive in **Hua Hin**.

**You must have an experience in the rental sector or in the real estate market in Hua Hin.**

You must have interpersonal skills, be a problem solver, management skill and multitask skill with a pleasant personality and positive mind. You should speak fluently in English (write and speak) and if you can speak French too, it would be very great.

#### **Your Missions:**

- Handle rental prospects and close rental deals
- do check in and check out with clients
- Find and list new properties (for sale and for rent)
- Take care of properties

### **A- Duties related to the Position**

#### **a- Property admin**

- Answered, assigned inquiries and qualification
- Proposals
- Visits and closing
- Follow up with clients (pre and after rentals)
- Take information and photos of new rental property, make rent commission agreement, create new property in CRM.
- Handle, Classify and archive all paperwork
- Report about your activities to the manager branch
- Work closely with your colleagues and especially with the rental assistant

#### **b- Property Listing**

- Find and list new properties (for sale and for rent)
- Implement actions to increase our property portfolio according to criteria defined regularly by the manager
- Update the properties and building information including pictures in our system
- Insure the property database maintenance by contacting owners about available, and conditions
- Introduce our services to owners
- Follow up regularly with owners to maintain our database updated

**Company Vauban Co.Ltd – Head Quarters**

The Trendy office Building , 1<sup>st</sup> floor ,  
10/36 Sukhumvit soi 7, Klongtoey Nua, Wattana Nua, Bangkok 10110 - Thailand



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**c- Reporting**

- Report your actions by weekly to your manager
- Provide stats report by monthly to your manager
- Suggest potential actions to improve your result

**B- Salary**

Fix salary + Commissions + Incentives

**C- Work Place:**

Hua Hin Agency – International Property CV Co.,Ltd.  
87/20 Petchkasem Road, Hua Hin, Prachuab Khiri Khan. 77110 THAILAND  
Monday to Friday from 9.00 to 6.00 p.m. and work every other Saturday.

**Under the responsibility of the Sales Manager in branches**

**D- Days Off :**

Thai national day off : 17  
Additional 7 days.

**E- Welfare :**

- Social Security: as per law, the company pays 5% and the salary pays 5% as well in a limit of 750 THB per month for SS
- Health Insurance

**Requirements:**

- Thai nationality
- Male or Female age 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
- Good personality
- Skill in computer in Ms Office, Internet and social network
- Good organization able to organize work, schedules arrangement and deliver in time

If you may be interested in this position, please contact us at :  
[hr@companyvauban.com](mailto:hr@companyvauban.com)