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**Property Agent x 1 PERSON ONLY**

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***ABOUT FAIR GO REALTY***

We are a Japanese real estate company. We do the agency work, property management and development as well as business consultancy. The CEO, *Hiroaki Hasegawa*, graduated Tokyo University of Science and learned marketing, real estate agency work and business venture operation by experience and established the company. He is the 1<sup>st</sup> agent from Japan with more than 3 years career in Cambodia.

**SHORT DESCRIPTION SUMMARIZING POSITION FUNCTIONS**

Our company is on the 2<sup>nd</sup> year after Start-Up so we have to complete works with a limited time and manpower. Under the circumstances, you need to work and help the CEO and all the staffs time-and-cost effectively, without the limitation of the work scope. You must read their demands or needs and act in a positive manner. It will definitely be a worthy career for you to work with us. The CEO is early thirty so you can talk with him friendly and frankly.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Visit Properties & Get Property Details over prime area of Phnom Penh on Property Description Sheet Defined by Taking Suitable Photos; 3 properties' information per day is preferable.
2. Make a Property Description Sheet in English and Put Posts & Update Our Websites in English
3. Submit Weekly Report & Monthly Report to Manager
4. Any Works Assigned by Manager or Upper including Translating and interpreting from Khmer to English.

**MINIMUM REQUIREMENT**

1. Business Level English
2. Strong interest in Japanese culture
3. High ethical standards

**PREFERRABLE ABILITIES AND SKILLS**

1. MS OFFICE (WORD, EXCEL, POWERPOINT plus ACCESS)
2. Japanese language (JLPT 2 or upper)
3. High communication skill

**SALARY (WORKING DAYS AND HOUR: Monday to Friday plus Saturday until noon)**

SALARY Base Pay: USD170 to USD250 per month including tax

plus TRANSPORTATION & MEAL FEE: USD1.5 / day

plus USD3 INCENTIVE for every Property Description Sheet (If you visit 30 properties a month, you get USD90)

plus Khmer New Year BONUS plus Phchum Ben BONUS

note: BONUS is to be given for employees after six-month working days as of the holidays.