

## **Property Agent x 2 PERSONS ONLY**

**ABOUT FAIR GO REALTY** We are a Japanese real estate company and 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 first agent from Japan with more than 4 years career here.

### **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. 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. Check Availability of Apartments and Arrange Appointment with them.
4. Submit Weekly Report & Monthly Report to Manager.
5. 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 USD230 per month including tax

plus TRANSPORTATION & MEAL FEE: USD1.5 / day

plus USD3 INCENTIVE for every Property Description Sheet and putting those information into our website (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.