



WE ARE HIRING !

Country Garden Real Estate Sdn Bhd, a wholly-owned subsidiary of Country Garden Holdings Company Limited (“Country Garden”), was incorporated in Malaysia.

Country Garden, a “China’s Well-Known Trademark” enterprise, established in 1992 and listed on the Hong Kong Stock Exchange in 2007. It is one of China’s leading integrated property developers, with businesses comprising construction, installation, fitting, property development, property management, as well as hotel development and management.

Country Garden is rapidly expanding its property development businesses in Malaysia. We are constantly seeking ambitious and talented individuals to join our team in Johor Bahru and Kuala Lumpur to carry out our coming high-end property development projects which are located in Selangor (Kajang & Rawang) and Johor Bahru (Danga Bay).

Interested Candidates, please send your resume to marketinghr@countrygarden.com.my (Kuala Lumpur Based) OR dangabay@countrygarden.com.my (Johor Bahru Based) OR contact us at +603- 6201 1119.

We will notify you if there is a suitable opportunities for you!

KUALA LUMPUR OFFICE:

COUNTRY GARDEN PROPERTIES (MALAYSIA) SDN BHD (958831-P)

B-2-21, Plaza Damas 3, Jalan Sri Hartamas 1, Taman Sri Hartamas, 50480 Kuala Lumpur, Malaysia.

T: +603-6201 1119 Hotline: 1300-806-666 Website: www.countrygarden.com.my

JOHOR BAHRU OFFICE:

COUNTRY GARDEN DANGA BAY SDN BHD (1021190-K)

Lot B3-1-4 & lot B3-2-4, Block 3, Danga Bay, Jalan Skudai, 80200 Johor Bahru, Johor, Malaysia.

Tel : +607-236 0900/ 902/ 904 Website: www.countrygarden.com.my

POSITIONS AVAILABLE :

**Manager/Assistant Manager-Sales and Marketing (Property) / Sales Executive / Marketing Executive
Johor Bahru, Kuala Lumpur (Sri Hartamas), Selangor (Rawang, Kajang)**

Manager/Assistant Manager-Sales and Marketing (Property)

Responsibilities:

- Responsible for the overall development and management of a township development including design development, budgeting, implementation, marketing, handling overall of projects and other related functions
- To develop and implement effective sales and marketing strategies and responsible to lead the sales and marketing department to achieve the yearly sales target set and profit forecast
- Prepare management reports regularly that are essential for Management information and decision making
- Liaise with Ministry of Housing for the application of Developers License and Advertising & Sales Permit
- Lead, direct and manage the day operations of the property sales administration function in handling all post-sales activities (SPA/loan documentation/ billing and collection) up to the delivery of property

Sales Executive

Responsibilities:

- To attend all sales enquiries in order to sell the products and achieve the sales targets
- To implement the sales execution and its marketing strategies in a professional manner in order that a high level of quality service is upheld at all times
- Participate all sales and marketing activities including setting sales targets, managing all showroom operations, planning and implementing launch events, advertising & promotions
- Attend to all matters pertaining to sales from initial enquiry to execution of documents

Marketing Executive

Responsibilities:

- Network, develop and firmly establish the various channels necessary to reach the target market segments
- Provide relevant information about the product and the project with the objective to achieve sales target and deliver best customer service at all times

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- Organize and participate in property launches or exhibitions
- Conduct market survey on competitors and improve market intelligence

Requirements:

- Candidate must possess at least Degree in Marketing/ Business Studies/ Real Estate Management /Property Management or equivalent
- At least 3 year(s) of working experience in **PROPERTY DEVELOPMENT** industry for Manager/Assistant Manager - Sales and Marketing (Property) position
- At least 1 year of working experience in **PROPERTY DEVELOPMENT** industry for Sales Executive / Marketing Executive position
- Able to work in fast-paced and demanding environment
- Proficient in verbal and written English and Bahasa Malaysia
- Knowledge in Mandarin or other foreign languages (such as Japanese, Korean) will be an added advantage
- Willing to work long hours and on weekends/public holidays
- Fresh graduates/Entry level applicants are encouraged to apply
- Full-Time position(s) available

Leasing Executive

Johor Bahru, Kuala Lumpur (Sri Hartamas)

Responsibilities:

- Sourcing and negotiating with potential tenants in new leases and follow through all necessary procedures and documentations to conclude deal
- Formulate leasing strategies and develop new leasing opportunities to potential clients
- Execute marketing and communications activities to improve tenant relationships and build up network with potential tenants
- Attend to matters related to tenancy management including negotiation, issuance of letter offer, renewal & approval, handling over unit
- Attend to matters related to Tenancy Management including negotiation, issuance of letters of offer and Tenancy Agreements, collection of deposits, follow-up on signing of agreements, handling over of premises
- Attending to tenants' request and feedback

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Requirements:

- Candidate must possess at least Diploma in Marketing/ Business Studies/ Real Estate Management /Property Management or equivalent
- At least 1 year of working experience in commercial property leasing industrial and having strong tenant networking would be added advantages
- Proficient in verbal and written English and Bahasa Malaysia. Mandarin will be an added advantage
- Willing to work long hours and on weekends/public holidays
- Able to travel while needed and willing to be relocated when necessary
- Full-Time position(s) available

Sales Administrator

Johor Bahru, Kuala Lumpur (Sri Hartamas), Selangor (Rawang, Kajang)

Responsibilities:

- Responsible for all documentation pertaining to sale & purchase agreement, loan and others and frequent liaison with solicitors, bankers and purchasers.
- Responsible for monitoring and following up with purchasers on the collection of sales proceeds
- Keep track on the progress of collection, loan documentation, blanket consent approval and etc
- Responsible to ensure the timely billing and collection for each project
- To attend to customers' enquiries and calls as well as after sales service issues
- Assist in sales and marketing activities

Requirements:

- Candidate must possess at least Degree in Marketing/ Business Studies/ Real Estate Management /Property Management or equivalent
- At least 1 year of working experience in the related is required for this position
- Able to work in fast-paced and demanding environment
- Proficient in verbal and written English and Bahasa Malaysia. Mandarin will be an added advantage
- Willing to work long hours and on weekends/public holidays
- Fresh graduates/Entry level applicants are encouraged to apply
- Full-Time position(s) available

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Copy Writer

Johor Bahru, Kuala Lumpur (Sri Hartamas)

Responsibilities:

- Assist in the production of all corporate publications and promotional materials including generating story ideas, copy writing, editing and liaising with designers and printers
- Strong in strategic thinking while writing copy for effective Advertising and Marketing Campaigns
- Proof-read and ensure all copywriting materials visible to public is accurate, clear and consistent

Requirements:

- Candidate must possess at least Degree in Advertising/ Media Mass Communication/Journalism or equivalent
- Candidate must possess at least 1 year working experiences in the related fields is required for this position (Preferably in Property Development Industry)
- Required skill(s): Manage and evaluate the copyediting and proof-checking of translation for accuracy, style, consistency, grammar, spelling and sense
- Meticulous with strong attention to details
- Competent in English with a strong command of a second language in Bahasa Malaysia and Chinese
- Self-motivated with an excellent sense of creativity and a positive attitude
- Fresh graduates/Entry level applicants are encouraged to apply.

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