

Job Description



Job Title	Research Intern
Department	Research
Line Manager	Line Manager
Working Location	HCMC Office

POSITION OVERVIEW – *To assist the Research Manager/ Head of Research to assemble information, maintain databases and draft reports. The core function is tracking quarterly price movements, primary and secondary supply in all property market asset classes*

RESPONSIBILITIES:

- Update market information via calls, internet search, site inspections and other sources.
- Analysis prediction and demand for related real estate sectors: Hotel/Resort, Resort, etc.
- Assist in the preparation of departmental events, and support event reception.
- Support analysis.
- Translation.

REQUIREMENTS:

Education	Study in Real Estate, Finance, Economics (3rd year or 4th year student)
Communication skills	Strong interpersonal, negotiation and communication skills, for liaising with colleagues, customers and other stakeholders;
PC skills	Good at Microsoft Office
Language	Proficient English (both speaking and writing)
Key characteristics	<ul style="list-style-type: none">▪ Strong understanding of market research and market analysis.▪ Attention to details and results-driven▪ Strong analytical and report writing skills;▪ Must understand the principles and practice of client care▪ Driven, competence, flexibility and a willingness to learn;▪ Excellent organizational and time management skills with the ability to multi-task.▪ Literacy, for writing reports and presentations.▪ Ability to work effectively under pressure.▪ Creativity, imagination and the ability to use initiative;▪ Good teamwork, analytical and problem-solving skills;▪ Business-related awareness and a good knowledge of current affairs.