

## **Co-living and Airbnb Operator in Vietnam and oversea**

*[TRANSINEX] We are a growing Co-living in Vietnam and other countries and require talent to help support the team with property for Co-living and Airbnb.*

### **The ideal candidates will be responsible for:**

- o Support overseeing budgets, reports, business plans, and auditing for building the living spaces (good taste in furniture and renovation houses is a plus)
- o Assist in staging and showing the living spaces
- o Advertise and market the living spaces
- o Find and reach out to new prospects
- o Discover clients' criteria and find living spaces that fit their criteria
- o Negotiate living space rent and close deals with tenants
- o Negotiate to outsource partners' prices like plumping, movers, repair, electrical works, etc
- o Support ongoing household problems and oversee repairs
- o Report the process to the Tenant Manager

### **Qualifications:**

- o Know how to do online posting
- o Self-motivated and entrepreneurial
- o Strong communication skills
- o Can work independently with minimum supervision
- o Honesty, Hard-working & Willingness to learn attitude

### **Requirements:**

- o Working time: Monday – Friday: 8 am- 5 pm

Saturday: 8 am - 12 pm

- o Good English communication (both verbal and written)
- o Adaptable to changing environments as well as situations involving different cultures, languages, and working styles
- o Adept in computer skills: Excel, Microsoft Word, PowerPoint.
- o Multitasking, proactive, and good interpersonal skills.

**Benefits:**

1. Accommodation is provided (optional)
2. Salary: Negotiate based on your competence
3. To be trained in a business model from an international environment (staff from ASEAN countries)

Salary: Negotiation

Address: Đông Tây TCI Building, Bình Thạnh, TP.HCM

Application process: Please send your CV application with the title: Co-living Operator - Full name to **vietoffice@transinex.com.sg** and cc to **girliea@transinex.com.sg** and **transinexchina@gmail.com**