

**SALES AGENT – REAL ESTATE
PART TIME**

- Great Opportunity to work part time and build a good income and potential career
- Safe and professional environment in the Port Vila office
- Learn land laws, lease titles, property sale process and subdivisions as well as marketing skills, while working

The Organisation

Waterfront Real Estate is a boutique agency, operating in Vanuatu since 2005.

We have extensive knowledge and experience of the land legal system and dealings in Vanuatu and we design and project manage buildings since 2009.

Our Vision is *“to work for safe and clear Land Dealings and Development in Vanuatu”* and our Mission Statement is *“to ensure Your safe investment in paradise”*.

We focus on innovation, professional skills and integrity to provide our clients and customers with the best, reliable and most efficient service possible in Vanuatu.

We are looking for young and enthusiastic professionals to join our small team of people who possess the desired attitude to work, achievement and ultimately, personal satisfaction & fulfilment.

We provide training in all relevant aspects of the position, including:

- Land Laws
- Property Listing & Sale process/documents
- AML & CTF Procedure Manual
- Graphics for marketing
- Website editing
- Social media marketing

The Position

Sales Agent

Part Time: 22 hours per week, flexible and aimed at full time depending on performance

Workplace: Waterfront Real Estate office, International Building, No. 5 Wharf Road

Tasks: Listing property for sale, inspections, photos
Market properties for sale through website, social media and newsletter
Developing marketing strategy and active implementation
Attend to enquiries and follow up
Liaising with vendors and purchasers
Assist sales negotiation and process
Assist with receiving funds in trust by liaising with banks

The Candidate

Young professional who is looking for an interesting and very rewarding part time occupation, aiming at a full time and highly rewarding position, with the possibility of a long-time career.

Energetic and enthusiast, with a positive attitude to life and a strong work ethic.

Previous experience is not essential but favourable.

Essential Selection Criteria

1. Enthusiast & extrovert personality, ambitious and able to easily hold conversation with clients (both local and international), lawyers and bank managers
2. Diploma in Land Management, Law, Marketing or similar fields
3. Excellent English both spoken and written
4. Excellent at social media: at least facebook and instagram
5. Vanuatu citizen
6. Excellent organizational skills
7. Professional and enthusiastic attitude
8. Well presented and mannered
9. Team player

Desirable Criteria

- a) University Degree in Marketing, Law, Business management or similar fields
- b) Enrolled in a University course as above
- c) French & Chinese
- d) Previous experience

Remuneration

Depending on qualifications and experience: starting at 9,900 VT per week + premium on sales.

Periodic reviews.

To Apply:

Send your brief cover letter (max 1page), CV (max 2pages) and copy of the qualifications to: francesca@waterfront.com.vu

Applications must be received by the 31st of July 2022.

Please DO NOT call or WhatsApp.

Late application will NOT be considered.

If your application is shortlisted, you will be invited for an interview at the office or online.

Please Note:

The starting date for the position is set at the **8th of August 2022** at our office, International Building, No. 5 Wharf Road, Port Vila.

The Applicant must have a VNPF number before the starting date.