

**Title:** English Liaison

**Objective:** To serve renters, landlords, buyers, and sellers throughout the real estate process.

**Summary:** This is a professional position critical to the overall success of Expat Homes. This individual will receive house finding questionnaires/requests, find suitable housing options, correspond with customers, show houses, and assist in negotiating a deal. This individual will also be the first point of contact for ongoing service requests.

**Qualifications:**

- High level of competence in written and spoken English for professional interactions with Western renters
- Strong understanding of Western culture and manners
- Respectful, polite, and presentable both physically and relationally
- Technically competent to use all forms of communication to interact with renters (email, text messages, Facebook, Line, etc.)
- Ability or willingness to learn Google Suite, MS Office, and real estate applications.
- Fluent in written and spoken Thai for professional interactions with homeowners
- Current Vehicle Driver's License

**Role & Responsibilities:**

- Receive house finding questionnaires generated by our website and Google Docs
- Search our database inventory for ideal housing options based on questionnaire results
- Provide options to the potential renters and correspond until they are satisfied
- Show houses under consideration to potential renters
- Provide translation and negotiation assistance in completing a contract
- Give ongoing support to renters as they work with owners or other service providers associated with housing
- Assist in the marketing and promotion of the business to a growing Western audience

**Company Structure:** Reporting directly to the General Manager and working in coordination with the Homeowner Representative

**Location:** Home office located at 180/5 Moo 1 T. Nong Kwai A. Hang Dong Chiang Mai 50230

**Time:** Full-time – typically Monday through Friday 8:30 a.m. to 5:00 p.m. but some evenings on call for phone calls and some Saturdays may be required.

**Equipment:** A computer, cell phone and transportation will be provided by the employer

**Additional Benefits:** Social security, health insurance, savings/retirement plan, Friday team breakfasts, quarterly family dinners, professional development (English training, computer training, etc.), personal development (family and marriage training, financial management training etc.)

**To Apply:** Send resume and email to [expat@homeinchiangmai.com](mailto:expat@homeinchiangmai.com)