



STEVE TAY REAL ESTATE

Steve Tay Real Estate Pte Ltd
思瑞地产
Agency Licence No. L3010984H

40A Orchard Road #03-01
MacDonald House
Singapore 238838

Position: Market Intelligence & Database Executive

Company Description

Welcome to Steve Tay Real Estate (STRE), one of the leading transactors in Singapore's premier and top-end real estate market. With a reputation for excellence, we specialize in connecting discerning buyers and sellers with luxury properties that define prestige, elegance, and exclusivity. Our deep market insight, personalized approach, and commitment to unparalleled service ensure that every transaction is seamless, whether our client is seeking a high-end residential property, a Sentosa Cove luxury villa, a Good Class Bungalow (GCB), a landed home, or an iconic investment opportunity. They can trust us to guide them through the finest real estate offerings in Singapore, where exceptional properties meet exceptional service.

Role Description

This is a full-time on-site role for a Market Intelligence & Database Executive based in Singapore. This role is the backbone of our lead generation and market analysis. You will be responsible for translating market raw data into actionable intelligence for our sales team. The ideal candidate has a "private investigator" mindset and enjoys the precision of database management.

Key Responsibilities

- Listing Surveillance: Conduct daily audits of new property listings and transactions.
- Property Identification: Use deductive reasoning and tools to identify and organize market information.
- Database Integrity: Maintain and update the internal property database; track listings and transaction statuses to ensure database is accurately reflected.
- Reporting: Generate property recommendations, Comparative Market Analysis (CMA) reports and transacted data for client presentation decks.

Qualifications

- Analytical Mindset: Strong ability to connect vague data points to find specific information.
- Technical Proficiency: Familiarity with Singapore property market and property portals. Ability to learn and use data and analysis tools and platform effectively.
- Attributes: Highly organized, disciplined, and detail-oriented. You find satisfaction in a clean and accurate database. Ability to thrive in a dynamic, fast-paced setting and deliver results efficiently.

Interested applicants can send your CV to contactus@stre.sg.

Shortlisted candidates will be contacted for an interview.