

# JOB DESCRIPTION

## Community Lead

Ho Chi Minh City, Vietnam

Full-time

## Job Description

A Community Lead is the front-facing rep for our members and community. They are people-oriented, creative, inquisitive, intuitive, observant, organized and thrive in a lively and collaborative work environment.

- Creating a fun, positive, and welcoming environment for members and guests at Dreamplex
- Care for members in all capacities, from onboarding, membership plans, services and amenities, bookings, and other offerings.
- Owns memberships and renewals and over all experience for members.
- Runs and supports events, from idea to creation to implementation.
- Keeps up to date with market trends and new ideas.
- Has ownership of software, reporting, and communication platforms
- Collaborates on short-term and long-term project implementation
- Has an eye for aesthetic and quality.
- Works collaboratively and autonomously at same capability.
- Cooperates with other departments for member experience, including sales, marketing, accounting, etc.

## Requirements:

- University graduate, preferred specialty in hospitality or marketing
- 1+ year experience in a similar position
- Professional behavior
- Intermediate English communication

If you are interested in working with us, please email your CV to [join@dreamplex.co](mailto:join@dreamplex.co)