



JAC Recruitment

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Vietnam



PR/094742 | Technical Senior Executive for a large Japanese real estate company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1536435

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:56

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

Our client a Japanese real estate investment and development company is looking for a for a Senior Executive to join the Building Management (BM) Department as a Technical Staff.

Job Responsibilities

- Coordinate with site staff to conduct safety inspections and report to the manager. Develop safety inspection manuals, documents, standards for all projects and train the technical team.
- Assist the technical manager in resolving technical issues and managing the technical budget and costs. Review reports, take necessary actions and inspect, plan repairs for damaged equipment when requested by the Project Chief Engineer. Support preparing budgets, technical cost estimates and BOQ for construction items.
- Oversee technical management and handle incidents for the school projects. Provide technical advice and ensure technical operations, budget management optimize performance and cost savings.
- Manage equipment handover processes and the setup of new projects. Conduct training sessions on professional knowledge of technical systems, occupational safety, and fire protection. Develop operation plans, including daily equipment operation schedules, checklists, duty assignments, and maintenance procedures.
- Perform other tasks as required by senior management.

Job Requirements

- Minimum 3-5 years of experiences as a Chief Engineer in Management and Maintenance of medium to large commercial or residential buildings within BM industry.
- University degree or higher in Electrical Engineering, Industrial Electricity, MEP, or relevant fields.
- Proficiency in English and Vietnamese.
- Strong planning, teamwork, reporting, and budget management skills.
- Ability to work independently under high pressure.
- Proficiency in AutoCAD, MS Word, Excel, and PowerPoint; strong technical aptitude and troubleshooting capabilities.

Benefit

- Competitive salary and benefits package
- Working Days: Monday – Friday
- Working hours: Weekdays 8:00-17:00 (Lunch break 12:00-13:00)
- Holidays: Saturdays, Sundays, and National Holidays

#LI-JACVN

Company Description