



PR/094747 | JAP-ENG speaking Assistant Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1536439

Industry

Civil Engineering and Construction

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 is a prominent Japanese housing manufacturer and diversified business entity, is currently recruiting for the position of Assistant Manager at its Hanoi Office. The Group operates in housing, insulation materials, and real estate investment. In Vietnam, they are now exploring investment projects in the southern region and considering future expansion into northern areas.

Job Responsibilities

- Real Estate Development Marketing: Research and update real estate development information across northern, central, and southern Vietnam.
- Information Collection: Build and maintain relationships with banks, law firms, marketing firms, and development companies to gather and evaluate project information.
- Project Progress Management: Monitor project schedules based on materials from regular meetings.
- Translation and Interpretation: Conduct Japanese-Vietnamese interpretation during meetings and organize English-language documents.
- Administrative Management: Supervise one administrative staff and manage various office administrative tasks.

Job Requirements

- Language Proficiency: Japanese (N2 or higher) and Business-level English (standard reading and writing skills).

- Marketing experience, real estate industry knowledge, and experience in project management or marketing activities.
- Strong communication and documentation skills in Japanese.

Benefits

- Salary: upto 1,300 USD with bonus annually.
- Includes basic salary, position allowance, language allowance, lunch allowance, gasoline allowance, and child allowance.
- Working Hours: 8:00 AM – 5:00 PM.
- Opportunity for career advancement based on performance.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

Company Description