



PR/094947 | Property Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1546455

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 17:39

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 OVERVIEW

Foreign Real Estate Developer is looking for an Assistant Manager / Manager to handle Real Estate Operation & Management.

JOB RESPONSIBILITIES

- Setting up the operation & property management works for opening New office project.
- Checking the quotation, reviewing drawing as operation and handbooks, and consulting for any building operation works.
- Managing the Building Management company about the cost and quality of the operation.
- Supporting of office leasing and tenant relation.

JOB REQUIREMENTS

- Bachelor's Degree in related major
- English: Business level
- Experience as Property Manager or Building Manager (Office building is better but not must)
- Proven experience in Property management
- Experience the New Office Project set-up period
- Experience in office leasing and tenant relation
- Working in the international company is an advantage
- Experience in Real estate company or Property management company is preferred

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description