



PR/094935 | [HCM] Manager, Property Management

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1549560

Industry

Other

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 03:00

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

Our client is looking for the Manager, Property Management position.

This position will be responsible to lead a team in managing the overall operations of a portfolio of the assigned properties, enhancing the value of the properties through well maintained and efficiently run facilities through effective cost management.

Work Location: HCM

JOB RESPONSIBILITIES

- Oversee the strategic planning and budgeting for operations and maintenance on an annual basis.

- Periodic monitoring and reviewing of policies and systems to ensure relevancy, and initiate changes where necessary to improve the property management processes and procedures.
- Manage cyclical repairs and improvement projects, handle term-contracts and oversee minor capital project management.
- Purview on security management and manage contractors providing various types of services at our properties.
- Act as Chief Liaison with tenants and regulatory authorities, handle and coordinate resolution of complaints, and provide guidance and expertise to the team on the ground in resolving issues.
- Provide solutions for challenges faced by the team, and ensure overall compliance with regulatory requirements such as Workplace Safety and Health Act, etc.
- Provide oversight on the plan and implement system audits, look into continuous process improvements and ensure timely management reporting.

JOB REQUIREMENTS

- Business-level English.
- Degree in Building, Real Estate, Facilities Management or related Engineering discipline.
- At least 7 years of relevant experience and knowledge of all phases of property management, as well as procurement of property management services.
- Possess sound knowledge of M&E systems and building services.
- Certification as a Fire Safety Manager will be an added advantage.
- Excellent team player with excellent planning, communication and good interpersonal skills are essential.
- Equipped with strong leadership and project management skills, including budgeting and forecasting.
- Ability to be ready 24/7 and to manage operations and projects simultaneously in a fast-paced environment.

BENEFITS

- Location: Centre Point – Phú Nhuận - Ho Chi Minh City, Vietnam
- Working time: Mon ~Fri (8h30~18h)
- Holidays: Saturdays, Sundays, Vietnamese national holidays, annual paid leave, and special leave (in accordance with Vietnamese labor law)
- Allowance: Lunch, phone, business grab ww....
- Interview: 3 time

#LI-JACVN

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

Company Description