



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



## PR/094947 | Property Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1549567

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:16

### 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.

#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**