



PR/159230 | Business Development Assistant Manager (real estate)

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1551940

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 05:00

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

Job description

- Help research the Malaysian property market, including competitors, pricing, and new development areas.
- Collect and organize information on potential clients, landowners, and business partners.
- Keep track of real estate news, government policies, and economic updates.
- Assist in preparing financial models and feasibility studies for property acquisitions.
- Support the team with sensitivity analysis to assess different project outcomes.
- Help create joint venture proposals and assist in negotiations with partners.
- Review contracts and legal documents related to property projects.
- Build and maintain good relationships with stakeholders and partners.
- Prepare proposals, presentations, and documents for land deals and partnerships.
- Actively search for new business leads through research and networking.
- Provide general admin support like scheduling meetings, handling emails, and organizing files.

Job Requirements:

- Proactive, eager to learn, team player, and open-minded
- Bachelor's degree in Business, Real Estate, Economics, Law, or a related field.
- 4–5 years in a similar role in the property industry; experience with a major real estate company is a plus.
- Good understanding of the property market and development process.
- Familiar with Microsoft Office and tools like MS Project or AutoCAD.
- Fluent in English and Chinese (spoken and written) due to the market that support.

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Company Description