



## PR/095046 | Design Assistant Manager

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1553814

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 10:16

## 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

Our client is looking for the Design Assistant Manager position.

The Assistant Manager will provide comprehensive support in managing multiple projects, coordinating communication and documentation, and contributing to strategic planning and project execution. The role will evolve over time, with increasing responsibilities and opportunities for growth within the company.

Work Location: HCM city

## JOB RESPONSIBILITIES

- Assist the Design Manager with scheduling, meeting coordination (take meeting minutes, translation etc. from Vietnamese to English), documentation or any tasks on request.
- Manage project trackers and ensure deadlines are met.
- Coordinate communication between project teams and stakeholders.
- Handle routine administrative tasks, such as email management, file organization, document translation etc.
- Assist in architectural research and data gathering for feasibility studies and strategic initiatives.
- Support the development of IT and engineering teams.
- Take on increasing responsibility for project management and coordination over time.
- Participate in concept design, architectural design, basic design, technical and construction design stage to review and improve the project design.
- Giving ideas with JV partner to create things that can attract customer such as iconic design, attractive amenities, nice landscape, and Interior design.

## JOB REQUIREMENTS

- University graduate, degree in architecture department.
- Experience > 5-years' experience Background in architecture, construction, real estate, or related fields is preferred but not required.
- Knowledge and experience in designing architecture for condominium or detached house project.
- High proficiency in speaking and writing English.
- PC skills (Revit, CAD, Microsoft office, Adobe Photoshop)
- Hand sketching skill.
- Knowledge of Architectural laws, urban planning laws, fire law etc. as an architect should have.
- Ownership of assigned tasks, cooperative, flexible, keep to learn new areas
- Will be based in HCMC, but sometime have business trips to Hanoi
- Strong organizational and time management skills
- Ability to complete a design as a team rather than as an individual.
- Ability to work independently and take initiative.
- Willingness to learn and grow within the role.
- Submission of Design portfolio (PJ overview, Rendering, Plan etc.) is appreciated along with the CV.

## BENEFITS

- Working time: Monday to Friday from 8:30 am to 5:30 pm.
- Salary Review, 13th month salary, achievement sales Target
- Company performance Bonus, Travel Opportunity, Training & Development
- Interview: Interview 2 time

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