



PR/095063 | Project Manager

Job Information

Recruiter[JAC Recruitment Vietnam Co., Ltd](#)**Job ID**

1554696

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:30

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 Project Manager position.

The Project Manager is responsible for overall coordination and execution of development activities across all workstreams, ensuring alignment between design, cost, legal, sales, and construction to deliver the project as per approved objectives, schedule, and quality standards.

Work Location: HCM city (May require occasional travel to authority offices, consultant offices, and project site office.)

JOB RESPONSIBILITIES

A. Interdepartmental Coordination

- Coordinate with Design Management to ensure timely design deliverables aligned with project phasing and authority requirements.
- Work closely with Cost & Contract team to ensure design-to-budget approach, tender planning, and contract execution.
- Liaise with Legal team to manage permits, land use rights, contracts, and compliance with JV governance and local regulations.
- Support Sales & Marketing in product development, pricing strategies, and launching activities by ensuring delivery of saleable products on schedule.
- Collaborate with Project Management Unit (PMU) to monitor on-site progress, resolve technical issues, and ensure timely handover.

B. Project Planning and Control

- Support development of the master schedule and track critical milestones for infrastructure, SGSU, landscape, low-rise and high-rise packages.
- Identify risks and propose mitigation measures to maintain development progress.
- Lead weekly coordination meetings and monthly reporting to internal stakeholders and partners.

C. Stakeholder Management

- Act as a key liaison with JV shareholders, local authorities, consultants, and contractors.
- Consolidate and prepare materials for JV management reviews and approval processes.
- Represent the Developer's interests in technical and commercial meetings.

JOB REQUIREMENTS

- Bachelor's degree in Civil Engineering, Architecture, Construction Management, or related fields. Master's degree is a plus.
- Minimum 10 years of experience in real estate development or project management, with at least 3 years in a coordinator or project manager role on large-scale mixed-use or township projects.
- Familiar with Vietnamese and international development regulations and procedures.
- Understanding of infrastructure, residential, and commercial project workflows.
- Experience working in or with JV companies is an advantage.
- Strong leadership and coordination skills.
- Excellent communication in both English and Vietnamese.
- Proficiency in MS Project or Primavera, and standard office software.
- Strong problem-solving and stakeholder management skills.

BENEFITS

- Working time: Monday to Friday from 8:30 am to 5:30 pm.

- Salary Review, 13th month salary
- Company performance Bonus, Travel Opportunity, Training & Development
- Interview: Interview 2 time

#LI-JACVN

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Company Description