



## PR/095420 | [Real Estate] Property Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1568073

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

January 6th, 2026 08:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Location**

Hanoi

**Company and Job Overview**

Our client a Real estate investment and development company

### Job Responsibilities

- Oversee daily operations of shared spaces and building facilities, including retail, office, and public areas.
- Direct and coordinate multiple teams such as engineering, customer service, security, cleaning, and external vendors.
- Establish and maintain operating procedures and service benchmarks to meet international standards.
- Collaborate closely with anchor tenants and senior management to ensure seamless operations.

- Manage pre-opening activities and handover processes for new areas, ensuring compliance and readiness.
- Prepare and monitor operational and capital expenditure budgets to optimize costs and maintain asset value.
- Ensure compliance with fire safety and emergency protocols, including staff training and drills.
- Provide regular performance reports and improvement plans to top management.

#### Job Requirements

- 5–8 years of leadership experience in managing shopping malls and office buildings.
- Proficiency in English communication skills
- Skilled in MS Office and familiar with property/facility management software.
- Highly organized, proactive, and capable of working under pressure with a focus on long-term excellence.
- Prior experience with international companies in high-standard property operations.

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

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#### Company Description