



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