



PR/095539 | Senior Contract

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1574801

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 08:01

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

Company and Job Overview

JAC's client, a Japanese construction and engineering company in HCMC, is looking for a Senior Commercial & Contract Officer position.

Location: District 1, Ho Chi Minh City

Job Responsibilities

- Support the General Director in managing and maintaining relationships with existing clients, while identifying and developing new business opportunities with both Japanese and non-Japanese clients.
- Take responsibility for client contracts and coordinate with relevant internal departments to prepare and process all required project documentation
- Negotiate and prepare quotations for clients
- Coordinate internally to execute and manage client contracts.
- Liaise with internal teams to monitor project progress and prepare necessary documentation for payment processing.
- Work with related parties on project insurance and other associated matters.
- Perform other tasks as assigned.

Job Requirements

- Bachelor's degree in Law, Construction, or a relevant discipline.
- Around 5 years of hands-on experience in construction contract administration.
- Able to communicate effectively in English and Japanese is advantageous
- Strong interpersonal and communication skills.
- Ability to effectively liaise with government authorities at various levels.
- Solid negotiation skills with external agencies and stakeholders.
- Demonstrates a high level of integrity and professional ethics.
- Strong communication and problem-solving abilities.
- Self-motivated, proactive, and positive in approach to work.
- Able to assess information from multiple sources and make informed decisions
- Proficient in MS Office applications.

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Company Description