



PR/095614 | Leasing Assistant Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1578067

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 11th, 2026 04:00

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

- Lead the end-to-day leasing operations, driving the entire cycle from identifying potential tenants to successful deal closure, ensuring alignment with the project's long-term commercial goals.
- Oversee the drafting, review, and administration of all leasing-related paperwork, including Letters of Intent (LOI), proposals, and offer letters. Collaborate closely with Legal and Finance departments to facilitate smooth contract execution.

- Monitor leasing performance indicators and maintain a robust tenant pipeline. Provide regular, detailed progress reports and milestone updates to the Head of Department.
- Play an active role in shaping the project's sales and leasing strategy by offering market insights and recommendations to the senior management team.
- Ideally, the candidate will transition into broader sales-related responsibilities as the project progresses towards its pre-opening and grand opening phases.

Job Requirements

- Candidates must possess at least 5 years of solid background in the real estate sector, specifically within retail leasing, shopping mall management, or tenant relations.
- Full professional proficiency in both Vietnamese and English is mandatory. Knowledge of Japanese is considered a valuable asset.
- We are seeking an individual who is logical, highly organized, and capable of thriving in a high-pressure environment. A proactive attitude and a commitment to operational stability are essential.
- Advanced command of office administration software (MS Office) with a keen eye for accuracy in database and document management.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description