



PR/095692 | [Real Estate] Design Assistant Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1583884

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 13:00

General Requirements

Minimum Experience Level

Over 3 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

- Support the design leadership in coordinating multiple architectural projects and ensuring smooth information flow.
- Arrange and follow up on meetings, including note-taking, document preparation, and bilingual communication support.
- Track project progress, monitor timelines, and help ensure milestones are achieved as planned.

- Act as a liaison among internal teams, consultants, and external partners to maintain alignment.
- Handle design-related documentation, file management, and necessary translations.
- Contribute to research and data collection for planning studies and early-stage project evaluation.
- Join design discussions across various phases, from initial concepts to technical and construction drawings.
- Review drawings and proposals to enhance design quality and feasibility.
- Propose creative ideas in collaboration with partners to strengthen project appeal, including architecture, landscape, amenities, and interiors.
- Gradually take on broader coordination and project management responsibilities as the role develops.
- Perform additional design or coordination tasks as assigned by management.

Job Requirements

- Bachelor's degree in Architecture or a related discipline
- Several years of experience in architecture, construction, or real estate development
- Hands-on exposure to residential projects such as condominiums or landed housing
- Strong English communication skills for professional working environments
- Proficiency in Revit, AutoCAD, Adobe design tools, and Microsoft Office
- Ability to express design concepts through hand sketches
- Sound knowledge of architectural regulations, urban planning standards, and fire safety requirements
- Strong organizational skills with the ability to manage multiple tasks efficiently
- Team-oriented mindset combined with the ability to work independently and take initiative
- Willingness to travel occasionally for project-related activities

Submission of a design portfolio is highly preferred

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Company Description