



## PR/095694 | [Real Estate] Design & Construction Design Executive

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1583886

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

May 19th, 2026 13:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**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

A foreign-invested real estate developer involved in large-scale urban and mixed-use projects with a strong emphasis on design quality and construction standards

#### Job Responsibilities

- Assist architectural and construction management activities for development projects in Hanoi
- Support technical managers in coordinating design, scheduling, cost control, bidding, and construction-related tasks
- Participate in site activities to support supervision work, including drawing review, quality monitoring, and safety compliance from a developer's standpoint

- Prepare reports, technical documents, and presentation materials for internal and external use
- Edit and manage design data and drawings using CAD and related software
- Communicate and collaborate with internal teams, consultants, designers, contractors, and business partners
- Attend project meetings and support coordination between stakeholders
- Provide English–Vietnamese interpretation or translation when necessary

#### Job Requirements

- Vietnamese candidate with a background in architecture or architectural technology
- University degree or vocational qualification in a relevant architectural field
- Minimum of two years' experience in architectural design or related roles
- Ability to read and communicate in English at a workable level
- Good analytical thinking, time management, and communication skills
- Capable of working effectively in a team-oriented and project-driven environment

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