



## 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**

March 24th, 2026 11:49

### 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

**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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

---

#### Company Description