



PR/095752 | Business Development Executive (Real Estate Developer)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1586529

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 11:00

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

Company and Job Overview

JAC's client, a Japanese real estate developer is looking for a Business Development Executive position.

Location: Ho Chi Minh City

Job Responsibilities**Project Coordination**

- Support the BD Manager in planning, tracking, and coordinating project schedules, deliverables, and milestones.
- Act as a coordination point between internal teams and partners.
- Prepare and consolidate regular project progress and coordination reports (weekly report).

Design Coordination (Current & Future Scope)

- Coordinate, follow up, assist Japanese team on design drawings at various project stages, including but not limited to 1/500 master plans, architectural concepts, schematic designs, and detailed design packages.
- Work closely with design internal teams to ensure up to date to all information
- Support future expansion into more complex design scopes, depending on project requirements and development stages.

Land Acquisition

- Legal summary on projects by projects.
- Attend all meeting with partner.
- Legal check on documents, ensure understand the development timeline for each project.

International & Stakeholder Communication

- Participating in coordination meetings with partners.
- Prepare, review, and communicate design-related documentation, correspondence, and meeting minutes in English.

Design Documentation & Approvals

- Track design approval timelines in alignment with overall project development schedules.

Budget Control

- Check budget base on FS, cost plan to report back to BD Manager.

Job Requirements

- Education & Experience bachelor's degree in legal, finance (is a plus), township management or related fields.
- 2-3 years in project development, or design coordination.
- Strong ability to interpret, review, and coordinate legal and design
- Fluent in English (spoken and written), capable of reporting weekly tasks
- Strong coordination and organizational skills.
- Detail-oriented with structured problem-solving ability.
- Effective communication and teamwork skills. Proactive mindset and ability to adapt to expanding responsibilities.

#LI-JACVN

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Company Description