



## 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**

May 12th, 2026 11:45

### 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**