



PR/095999 | Project Development - Real Estate (residential)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599236

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:03

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

Company and Job Overview

JAC's client, a Japanese real estate developer is looking for an Assistant Manager, Business Development 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)

Project Management

- Control the overall project schedule and plan.
- Check cost estimates, budgets, and cash flow, FS; monitor capital sources and manage cost control.
- Execute necessary legal procedures during the project development
- Evaluate payment/settlement need to be get approved by Japanese side.

Design Management

- Catchup, get up date; Manage changes, additional requests on designs (from concept design to basic design).
- Review design aspects that may impact the quality, functionality, cost, or project completion timeline.
- Manage design-related costs to ensure designs remain within the approved Design budget.

Sales & Marketing

- Follow up, tracking on Sales and Marketing activities
- Report on weekly basis
- Check Sales policies

- **International & Stakeholder Communication**
- Participating in coordination meetings with partners
- Prepare, review, and communicate design-related documentation, correspondence, and meeting minutes/reports in English.

Township Management

- Assist BD Manager to check site for project.
- Prepare Weekly Defect report to send to Township team
- Checking and summarise material related to budget for operation township (CAPEX, OPEX)
- Follow up all information regarding to operation township

Job Requirements

- Education & Experience bachelor's degree in legal, finance (is a plus), township management or related fields.
- 3-5 years in project development, or finance.
- 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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