



PR/096028 | Asset Management & Investment Executive

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1600970

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 21st, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

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

Location: Hà Nội, Việt Nam

A leading Japan-based real estate developer known for shaping landmark urban and commercial projects worldwide.

Job Responsibilities**Asset Management**

- Liaise with property managers, consultants, contractors, and service providers to ensure smooth operations, including contract management, payment coordination, progress tracking, and review of operational performance reports.
- Assist in financial and funding-related activities, including report preparation and coordination of interest and principal repayment processes.
- Support the development and monitoring of annual operating budgets, ensuring effective budget control and variance analysis.

- Contribute to cash flow forecasting and day-to-day cash flow management.
- Prepare regular management reports, presentations, and documentation for internal stakeholders and external business partners or investors.
- Oversee tenant-related matters, including lease administration, tenant inquiries, and operational issue resolution.
- Maintain organized records of project documentation, contracts, and related files to ensure proper document control.
- Provide administrative, reporting, and coordination support for asset management initiatives as required.
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Investment

- Conduct market research and perform initial assessments of potential investment opportunities and market trends.
- Assist in developing financial models, investment analyses, and feasibility assessments for new projects.
- Support due diligence activities by coordinating with legal, accounting, tax, and other professional advisors.
- Prepare investment proposals, business cases, internal approval documents, and presentation materials for management review.
- Facilitate communication and collaboration with joint venture partners, consultants, and key stakeholders throughout transaction execution.
- Assist in the review and management of transaction documents, contracts, and agreements related to investment and acquisition activities.
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Job Requirements

- Bachelor's degree in Finance, Accounting, Real Estate, Business, or related fields.
- 2+ years of experience in real estate, investment, asset management, finance, or accounting.
- Strong analytical, coordination, and organizational skills.
- Comfortable with reporting, documentation, and stakeholder management.
- Good proficiency in Excel and PowerPoint.
- Good English communication skills (written and spoken).
- Proactive, detail-oriented, and able to work both independently and in a team.

Benefits

- Competitive salary package with annual performance review and bonus.
- Comprehensive healthcare and social insurance benefits.
- Professional, dynamic working environment
- Friendly and Professional Coworker

Due to the volume of applications, only shortlisted candidates will be contacted. Thank you for your interest.
#LI-JACVN

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.

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Company Description