



PR/096091 | Business Development Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1604977

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 02:00

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 Overview

JAC's client, a Vietnamese industrial park and real estate development company, is looking for a Business Development Staff.

- Location: Dong Nai City, shuttle bus from HCMC provided

Job Responsibilities

- Business Support: Prepare proposals, presentations, reports, timelines, and marketing materials.
- Project Administration: Draft meeting minutes, maintain records, monitor action items, and handle project paperwork (MoM, MoU, Term Sheets).
- Data & Finance: Manage customer/business databases, pipelines, periodic reports, and assist with financial modeling.

- **Research & Coordination:** Conduct in-depth research, support negotiations, liaise with internal teams, partners, consultants, and authorities.
- **Networking & Reporting:** Participate in industry events, update progress to management, and support business development initiatives.

Job Requirements

- Bachelor's degree, fluent English (TOEIC 800+/IELTS 6.5+)
- 2+ years of work experience, preferably in finance, banking, accounting, or project-related fields
- Strong analytical, problem-solving, communication skills; detail-oriented; able to work under pressure
- Proficient in Microsoft Office, quick to adapt to new tools
- Advantage: experience in industrial/infrastructure/real estate/energy/tech projects, international/multicultural environments, multitasking in fast-paced settings

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Company Description