



PR/096092 | [Đồng Nai] Marketing Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1604978

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 13:00

General Requirements

Minimum Experience Level

Over 1 year

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 Marketing Staff.

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

Job Responsibilities

- Support tenants with preparation, submission, and amendments of IRC/ERC applications, including liaising with authorities.
- Provide customer care: handle contracts, certificates, inquiries, complaints, recruitment support, and legal updates.
- Assist Japanese staff in preparing annexes, agreements, notifications, and communicating with tenants on contract-related matters.

- Respond to tenant requests and ensure smooth communication regarding business operations and regulations.
- Perform other tasks as assigned by supervisor.

Job Requirements

- Bachelor's degree in Law
- 2+ years of relevant experience with IRC/ERC procedures
- Strong organizational, document management, and time management skills
- Good communication, coordination across departments, and ability to analyze IRC/ERC issues
- Proficient in Microsoft Word, Excel; English reading comprehension and communication skills

#LI-JACVN

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Company Description