

PR/096210 | Assistant Project Manager

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1611278

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 11:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Location

- Hanoi City

Company Overview

- A well-established company specializing in construction and interior fit-out solutions, delivering high-quality projects for corporate and commercial clients.

Job Responsibilities

- Assist the Project Manager in overseeing project execution to ensure timelines, budgets, and quality standards are achieved.
- Monitor construction activities, identify potential project challenges, and escalate issues when necessary.

- Prepare regular project status updates and progress reports for both internal stakeholders and clients.
- Liaise with site teams, quantity surveyors, subcontractors, and vendors to facilitate smooth project delivery.
- Support project scheduling, resource planning, and day-to-day coordination activities.
- Maintain and organize project documentation, including drawings, approvals, technical submissions, and completion dossiers.
- Follow up on document submissions and approval processes to keep project milestones on track.
- Draft project-related correspondence, meeting records, and supporting technical documents.
- Monitor site variations, design revisions, and construction instructions, ensuring all updates are properly recorded.
- Provide support for inspections, project meetings, handover activities, procurement tracking, and cost monitoring.

Job Requirements

- Previous experience in construction project coordination, interior fit-out projects, or a related field.
- Strong organizational skills with the ability to manage multiple priorities simultaneously.
- Good command of English, both written and verbal.
- Competent in Microsoft Office applications; knowledge of AutoCAD would be a plus
- Highly attentive to details with a proactive and solution-oriented mindset.
- Capable of working independently and taking ownership of assigned responsibilities.
- Able to perform effectively in a fast-paced and deadline-driven environment.

Benefits

- Attractive salary package commensurate with experience and qualifications.
- Performance-based incentives and annual salary review opportunities.
- Full statutory insurance and employment benefits in accordance with Vietnamese labor regulations.
- Additional company benefits and employee welfare programs.
- Professional working environment with opportunities to develop project management expertise.
- Clear career progression path within the organization.

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Company Description