



PR/096238 | [Interior] Assistant Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1614225

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:40

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A company in the interior design and project management industry is hiring for an Assistant Manager position. The company focuses on consulting, design, project management, and quality control for office and commercial interior projects, working with Japanese and multinational clients.

Job Description

- Manage interior fit-out projects from client requirements through design coordination and project handover.
- Communicate with clients to understand requirements, present proposals, provide project updates, and manage expectations.
- Coordinate with internal designers and external construction partners to ensure project requirements, quality, and timelines are met.

- Monitor project schedules, budgets, site progress, risks, and quality issues.
- Conduct site inspections, manage corrective actions, and support project handover.
- Coordinate multiple stakeholders and projects to ensure successful delivery and client satisfaction.

Qualifications

- Bachelor's degree in Architecture, Interior Design, Construction Management, Engineering, or a related field.
- Minimum 3 years of experience in interior design, fit-out, construction, or project management.
- Experience in client management and project coordination.
- Strong project management and organizational skills.
- Ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office.
- Business-level Japanese communication skills, both written and spoken.
- Experience in office interior fit-out projects or working with Japanese companies is preferred.
- Knowledge of AutoCAD, SketchUp, 3ds Max, Revit, or similar tools is preferred.
- English communication skills and project management certification are preferred.

#LI-JACVN

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Company Description