

PR/096271 | Building Management Operation Executive

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1616153

Industry
Real Estate Brokerage, Management

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 05:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Location

Hanoi

Company Overview
A well-established international real estate and property investment company managing large-scale commercial and mixed-use developments in Vietnam.

Job Responsibilities

- Gather operational and management data from building operations teams, property management partners, and internal stakeholders; prepare consolidated reports for management in English, Japanese, and Vietnamese.

- Track action items and ensure approved plans are implemented effectively across assigned projects.
- Assist department managers in preparing business proposals, operational reports, and supporting documents for management review and approval.
- Coordinate with multiple properties to monitor project performance, operational progress, and key outstanding matters.
- Consolidate and analyze operating expenses, capital expenditures, and periodic financial forecasts from project teams.
- Monitor budget utilization to ensure spending aligns with approved plans and business objectives.
- Support annual budgeting activities by working closely with operational, technical, and cross-functional teams.
- Manage procurement activities including vendor sourcing, quotation collection, tender administration, contract coordination, and payment processing.
- Liaise with external service providers and software vendors to support digital transformation initiatives and business process enhancement projects.
- Participate in system requirement discussions, process validation, and user testing to ensure solutions meet business needs.

Job Requirements

- Vietnamese nationality.
- Bachelor's degree or above in Business Administration, Finance, Accounting, Property Management, or a related discipline.
- 3-5 years of relevant experience in property/building operations, procurement, project coordination, operational finance, accounting, or administration.
- Strong command of English in both written and verbal communication, including experience handling business correspondence and contractual documents.
- Japanese language proficiency at JLPT N2 level or higher.
- Advanced proficiency in Microsoft Office applications, particularly Excel, PowerPoint, and Word.
- Detail-oriented, well-organized, and capable of coordinating with multiple stakeholders in a dynamic environment.

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Company Description