

PR/096387 | Investment Executive

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1621723

Industry
Real Estate Brokerage, Management

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:15

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company and Job Overview
JAC's client, a leading real estate developer and investor, is looking for an Investment Executive.
Location: Ho Chi Minh City
Job Responsibilities

- Support the Deputy Director / Investment Manager in investment-related activities and project execution for office, residential, industrial, and mixed-use investment opportunities.
- Conduct market research and preliminary analysis on potential investment opportunities.
- Assist in preparing financial models and feasibility studies for prospective projects.
  Support due diligence processes, including coordination with legal, accounting, tax, and other external advisors.
- Assist in preparing investment memoranda, internal approval materials, and management presentation decks.
- Support communication and coordination with business partners, consultants, and other stakeholders throughout transaction processes.

- Assist in reviewing transaction documents and agreements related to investment activities.
- Support post-investment monitoring and exit-related activities when required.

Job Requirements

- Bachelor's degree in Finance, Accounting, Real Estate, Business Administration, or a related field.
- Minimum 2 years of relevant working experience in real estate, investment, finance, accounting, or related areas.
- Strong coordination and organizational skills with attention to detail.
- Comfortable handling administrative, reporting, and documentation-related tasks.
- Good analytical and problem-solving skills.
- Proficient in Microsoft Office, particularly Excel and PowerPoint.
- Good communication skills in English, both written and spoken.
- Ability to work independently and collaboratively within a team.
  Interested applicants, click APPLY NOW
  #LI-JACVN

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.vn/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.vn/terms-of-use

Company Description