

PR/096439 | DX Assistant Manager

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1623958

Industry
Real Estate Brokerage, Management

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:26

General Requirements

Minimum Experience Level
Over 6 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

Company Overview

A company in the real estate industry is seeking an Assistant Manager, DX Strategy to join its growing team in Vietnam. With a focus on strengthening its IT foundation and accelerating business transformation through digital technologies, the company is looking for an IT professional who is ready to make a meaningful impact across the organization.

Job Description

- Support the Head of the DX Strategy Department in developing DX strategies and policies, contributing to the organization's broader digital transformation goals.
- Collaborate with internal departments and the Japanese headquarters team to develop, maintain, and manage internal IT infrastructure, including networks and devices.
- Identify and resolve infrastructure-related issues, working independently or alongside internal teams and external

vendors to ensure smooth operations.

- Take part in planning, launching, supporting, and managing system development projects that leverage digital technologies to improve business processes.
- Work closely with different departments to understand their operational needs and provide practical technical solutions and support.
- Support the DX Strategy Department Head with business coordination, including scheduling, email management, meeting arrangements, minutes, document preparation, and translation between Vietnamese, English, and Japanese.

Qualifications

- University graduate with more than 5 years of experience in the IT field.
- Experience in systemization planning, requirements definition, and project management for business transformation initiatives.
- Strong Japanese and English communication skills, with the ability to speak, read, and write in both languages.

Preferred Qualifications:

- Hands-on experience in system development, including design, programming, and testing. Experience with any programming language or project scale is welcome.
- Experience managing and maintaining internal IT infrastructure, including PCs, mobile devices, network equipment, user IDs, and accounts.
- Knowledge and practical experience with Microsoft technologies and services, particularly Azure, Microsoft 365, and Exchange.

#LI-JACVN

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Company Description