



PR/094747 | JAP-ENG speaking Assistant Manager

**募集職種****人材紹介会社**

JAC Recruitment Vietnam Co., Ltd

**求人ID**

1536439

**業種**

土木

**雇用形態**

正社員

**勤務地**

ベトナム

**給与**

経験考慮の上、応相談

**更新日**

2025年04月30日 15:56

**応募必要条件****職務経験**

3年以上

**キャリアレベル**

中途経験者レベル

**英語レベル**

ビジネス会話レベル

**日本語レベル**

ビジネス会話レベル

**最終学歴**

短大卒：準学士号

**現在のビザ**

日本での就労許可は必要ありません

**募集要項****Company and Job Overview**

Our client is a prominent Japanese housing manufacturer and diversified business entity, is currently recruiting for the position of Assistant Manager at its Hanoi Office. The Group operates in housing, insulation materials, and real estate investment. In Vietnam, they are now exploring investment projects in the southern region and considering future expansion into northern areas.

**Job Responsibilities**

- Real Estate Development Marketing: Research and update real estate development information across northern, central, and southern Vietnam.
- Information Collection: Build and maintain relationships with banks, law firms, marketing firms, and development companies to gather and evaluate project information.
- Project Progress Management: Monitor project schedules based on materials from regular meetings.
- Translation and Interpretation: Conduct Japanese-Vietnamese interpretation during meetings and organize English-language documents.
- Administrative Management: Supervise one administrative staff and manage various office administrative tasks.

**Job Requirements**

- Language Proficiency: Japanese (N2 or higher) and Business-level English (standard reading and writing skills).

- Marketing experience, real estate industry knowledge, and experience in project management or marketing activities.
- Strong communication and documentation skills in Japanese.

**Benefits**

- Salary: upto 1,300 USD with bonus annually.
- Includes basic salary, position allowance, language allowance, lunch allowance, gasoline allowance, and child allowance.
- Working Hours: 8:00 AM – 5:00 PM.
- Opportunity for career advancement based on performance.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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会社説明