



PR/095539 | Senior Contract

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1574801

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

2026年01月27日 10:52

応募必要条件

職務経験

6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

無し

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

JAC's client, a Japanese construction and engineering company in HCMC, is looking for a Senior Commercial & Contract Officer position.

Location: District 1, Ho Chi Minh City

Job Responsibilities

- Support the General Director in managing and maintaining relationships with existing clients, while identifying and developing new business opportunities with both Japanese and non-Japanese clients.
- Take responsibility for client contracts and coordinate with relevant internal departments to prepare and process all required project documentation
- Negotiate and prepare quotations for clients
- Coordinate internally to execute and manage client contracts.
- Liaise with internal teams to monitor project progress and prepare necessary documentation for payment processing.
- Work with related parties on project insurance and other associated matters.
- Perform other tasks as assigned.

Job Requirements

- Bachelor's degree in Law, Construction, or a relevant discipline.
- Around 5 years of hands-on experience in construction contract administration.
- Able to communicate effectively in English and Japanese is advantageous
- Strong interpersonal and communication skills.
- Ability to effectively liaise with government authorities at various levels.
- Solid negotiation skills with external agencies and stakeholders.
- Demonstrates a high level of integrity and professional ethics.
- Strong communication and problem-solving abilities.
- Self-motivated, proactive, and positive in approach to work.
- Able to assess information from multiple sources and make informed decisions
- Proficient in MS Office applications.

#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.

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会社説明