



PR/095614 | Leasing Assistant Manager

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1578067

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04月27日 02:00

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

Location

Hanoi

Company and Job Overview

Our client a Real estate investment and development company

Job Responsibilities

- Lead the end-to-day leasing operations, driving the entire cycle from identifying potential tenants to successful deal closure, ensuring alignment with the project's long-term commercial goals.
- Oversee the drafting, review, and administration of all leasing-related paperwork, including Letters of Intent (LOI), proposals, and offer letters. Collaborate closely with Legal and Finance departments to facilitate smooth contract execution.

- Monitor leasing performance indicators and maintain a robust tenant pipeline. Provide regular, detailed progress reports and milestone updates to the Head of Department.
- Play an active role in shaping the project's sales and leasing strategy by offering market insights and recommendations to the senior management team.
- Ideally, the candidate will transition into broader sales-related responsibilities as the project progresses towards its pre-opening and grand opening phases.

Job Requirements

- Candidates must possess at least 5 years of solid background in the real estate sector, specifically within retail leasing, shopping mall management, or tenant relations.
- Full professional proficiency in both Vietnamese and English is mandatory. Knowledge of Japanese is considered a valuable asset.
- We are seeking an individual who is logical, highly organized, and capable of thriving in a high-pressure environment. A proactive attitude and a commitment to operational stability are essential.
- Advanced command of office administration software (MS Office) with a keen eye for accuracy in database and document management.

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