



PR/095692 | [Real Estate] Design Assistant Manager

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1583884

業種

不動産仲介・管理

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21日 13:00

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

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

- Support the design leadership in coordinating multiple architectural projects and ensuring smooth information flow.
- Arrange and follow up on meetings, including note-taking, document preparation, and bilingual communication support.
- Track project progress, monitor timelines, and help ensure milestones are achieved as planned.

- Act as a liaison among internal teams, consultants, and external partners to maintain alignment.
- Handle design-related documentation, file management, and necessary translations.
- Contribute to research and data collection for planning studies and early-stage project evaluation.
- Join design discussions across various phases, from initial concepts to technical and construction drawings.
- Review drawings and proposals to enhance design quality and feasibility.
- Propose creative ideas in collaboration with partners to strengthen project appeal, including architecture, landscape, amenities, and interiors.
- Gradually take on broader coordination and project management responsibilities as the role develops.
- Perform additional design or coordination tasks as assigned by management.

Job Requirements

- Bachelor's degree in Architecture or a related discipline
- Several years of experience in architecture, construction, or real estate development
- Hands-on exposure to residential projects such as condominiums or landed housing
- Strong English communication skills for professional working environments
- Proficiency in Revit, AutoCAD, Adobe design tools, and Microsoft Office
- Ability to express design concepts through hand sketches
- Sound knowledge of architectural regulations, urban planning standards, and fire safety requirements
- Strong organizational skills with the ability to manage multiple tasks efficiently
- Team-oriented mindset combined with the ability to work independently and take initiative
- Willingness to travel occasionally for project-related activities

Submission of a design portfolio is highly preferred

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>

会社説明