



## PR/095694 | [Real Estate] Design & Construction Design Executive

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1583886

#### 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

1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

A foreign-invested real estate developer involved in large-scale urban and mixed-use projects with a strong emphasis on design quality and construction standards

#### Job Responsibilities

- Assist architectural and construction management activities for development projects in Hanoi
- Support technical managers in coordinating design, scheduling, cost control, bidding, and construction-related tasks
- Participate in site activities to support supervision work, including drawing review, quality monitoring, and safety compliance from a developer's standpoint

- Prepare reports, technical documents, and presentation materials for internal and external use
- Edit and manage design data and drawings using CAD and related software
- Communicate and collaborate with internal teams, consultants, designers, contractors, and business partners
- Attend project meetings and support coordination between stakeholders
- Provide English–Vietnamese interpretation or translation when necessary

#### Job Requirements

- Vietnamese candidate with a background in architecture or architectural technology
- University degree or vocational qualification in a relevant architectural field
- Minimum of two years' experience in architectural design or related roles
- Ability to read and communicate in English at a workable level
- Good analytical thinking, time management, and communication skills
- Capable of working effectively in a team-oriented and project-driven environment

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会社説明