



PR/095752 | Business Development Executive (Real Estate Developer)

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1586529

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05月12日 11:45

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

Company and Job Overview

JAC's client, a Japanese real estate developer is looking for a Business Development Executive position.

Location: Ho Chi Minh City

Job Responsibilities

Project Coordination

- Support the BD Manager in planning, tracking, and coordinating project schedules, deliverables, and milestones.
- Act as a coordination point between internal teams and partners.
- Prepare and consolidate regular project progress and coordination reports (weekly report).

Design Coordination (Current & Future Scope)

- Coordinate, follow up, assist Japanese team on design drawings at various project stages, including but not limited to 1/500 master plans, architectural concepts, schematic designs, and detailed design packages.
- Work closely with design internal teams to ensure up to date to all information
- Support future expansion into more complex design scopes, depending on project requirements and development stages.

Land Acquisition

- Legal summary on projects by projects.
- Attend all meeting with partner.
- Legal check on documents, ensure understand the development timeline for each project.

International & Stakeholder Communication

- Participating in coordination meetings with partners.
- Prepare, review, and communicate design-related documentation, correspondence, and meeting minutes in English.

Design Documentation & Approvals

- Track design approval timelines in alignment with overall project development schedules.

Budget Control

- Check budget base on FS, cost plan to report back to BD Manager.

Job Requirements

- Education & Experience bachelor's degree in legal, finance (is a plus), township management or related fields.
- 2-3 years in project development, or design coordination.
- Strong ability to interpret, review, and coordinate legal and design
- Fluent in English (spoken and written), capable of reporting weekly tasks
- Strong coordination and organizational skills.
- Detail-oriented with structured problem-solving ability.
- Effective communication and teamwork skills. Proactive mindset and ability to adapt to expanding responsibilities.

#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