



PR/095753 | Business Development, Assistant Manager (Real Estate Developer)

#### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1586530

#### 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06月23日 08:00

#### 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

#### Company and Job Overview

JAC's client, a Japanese real estate developer is looking for an Assistant Manager, Business Development 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)

**Project Management**

- Control the overall project schedule and plan.
- Check cost estimates, budgets, and cash flow, FS; monitor capital sources and manage cost control.
- Execute necessary legal procedures during the project development
- Evaluate payment/settlement need to be get approved by Japanese side.

**Design Management**

- Catchup, get up date; Manage changes, additional requests on designs (from concept design to basic design).
- Review design aspects that may impact the quality, functionality, cost, or project completion timeline.
- Manage design-related costs to ensure designs remain within the approved Design budget.

**Sales & Marketing**

- Follow up, tracking on Sales and Marketing activities
- Report on weekly basis
- Check Sales policies
  
- **International & Stakeholder Communication**
- Participating in coordination meetings with partners
- Prepare, review, and communicate design-related documentation, correspondence, and meeting minutes/reports in English.

**Township Management**

- Assist BD Manager to check site for project.
- Prepare Weekly Defect report to send to Township team
- Checking and summarise material related to budget for operation township (CAPEX, OPEX)
- Follow up all information regarding to operation township

**Job Requirements**

- Education & Experience bachelor's degree in legal, finance (is a plus), township management or related fields.
- 3-5 years in project development, or finance.
- 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

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