



PR/096028 | Asset Management & Investment Executive

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1600970

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07月21日 01:00

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

流暢

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

Location: Hà Nội, Việt Nam

A leading Japan-based real estate developer known for shaping landmark urban and commercial projects worldwide.

Job Responsibilities

Asset Management

- Liaise with property managers, consultants, contractors, and service providers to ensure smooth operations, including contract management, payment coordination, progress tracking, and review of operational performance reports.
- Assist in financial and funding-related activities, including report preparation and coordination of interest and principal repayment processes.
- Support the development and monitoring of annual operating budgets, ensuring effective budget control and variance analysis.

- Contribute to cash flow forecasting and day-to-day cash flow management.
- Prepare regular management reports, presentations, and documentation for internal stakeholders and external business partners or investors.
- Oversee tenant-related matters, including lease administration, tenant inquiries, and operational issue resolution.
- Maintain organized records of project documentation, contracts, and related files to ensure proper document control.
- Provide administrative, reporting, and coordination support for asset management initiatives as required.
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Investment

- Conduct market research and perform initial assessments of potential investment opportunities and market trends.
- Assist in developing financial models, investment analyses, and feasibility assessments for new projects.
- Support due diligence activities by coordinating with legal, accounting, tax, and other professional advisors.
- Prepare investment proposals, business cases, internal approval documents, and presentation materials for management review.
- Facilitate communication and collaboration with joint venture partners, consultants, and key stakeholders throughout transaction execution.
- Assist in the review and management of transaction documents, contracts, and agreements related to investment and acquisition activities.
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Job Requirements

- Bachelor's degree in Finance, Accounting, Real Estate, Business, or related fields.
- 2+ years of experience in real estate, investment, asset management, finance, or accounting.
- Strong analytical, coordination, and organizational skills.
- Comfortable with reporting, documentation, and stakeholder management.
- Good proficiency in Excel and PowerPoint.
- Good English communication skills (written and spoken).
- Proactive, detail-oriented, and able to work both independently and in a team.

Benefits

- Competitive salary package with annual performance review and bonus.
- Comprehensive healthcare and social insurance benefits.
- Professional, dynamic working environment
- Friendly and Professional Coworker

Due to the volume of applications, only shortlisted candidates will be contacted. Thank you for your interest.
#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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