



PR/096091 | Business Development Staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1604977

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08月11日 02:00

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 Overview

JAC's client, a Vietnamese industrial park and real estate development company, is looking for a Business Development Staff.

- Location: Dong Nai City, shuttle bus from HCMC provided

Job Responsibilities

- Business Support: Prepare proposals, presentations, reports, timelines, and marketing materials.
- Project Administration: Draft meeting minutes, maintain records, monitor action items, and handle project paperwork (MoM, MoU, Term Sheets).
- Data & Finance: Manage customer/business databases, pipelines, periodic reports, and assist with financial modeling.

- **Research & Coordination:** Conduct in-depth research, support negotiations, liaise with internal teams, partners, consultants, and authorities.
- **Networking & Reporting:** Participate in industry events, update progress to management, and support business development initiatives.

Job Requirements

- Bachelor's degree, fluent English (TOEIC 800+/IELTS 6.5+)
- 2+ years of work experience, preferably in finance, banking, accounting, or project-related fields
- Strong analytical, problem-solving, communication skills; detail-oriented; able to work under pressure
- Proficient in Microsoft Office, quick to adapt to new tools
- Advantage: experience in industrial/infrastructure/real estate/energy/tech projects, international/multicultural environments, multitasking in fast-paced settings

#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