

PR/096238 | [Interior] Assistant Manager

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1614225

業種
インターネット・Webサービス

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11月03日 04:00

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
基礎会話レベル

日本語レベル
ビジネス会話レベル

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

A company in the interior design and project management industry is hiring for an Assistant Manager position. The company focuses on consulting, design, project management, and quality control for office and commercial interior projects, working with Japanese and multinational clients.

Job Description

- Manage interior fit-out projects from client requirements through design coordination and project handover.
- Communicate with clients to understand requirements, present proposals, provide project updates, and manage expectations.
- Coordinate with internal designers and external construction partners to ensure project requirements, quality, and timelines are met.

- Monitor project schedules, budgets, site progress, risks, and quality issues.
- Conduct site inspections, manage corrective actions, and support project handover.
- Coordinate multiple stakeholders and projects to ensure successful delivery and client satisfaction.

Qualifications

- Bachelor's degree in Architecture, Interior Design, Construction Management, Engineering, or a related field.
- Minimum 3 years of experience in interior design, fit-out, construction, or project management.
- Experience in client management and project coordination.
- Strong project management and organizational skills.
- Ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office.
- Business-level Japanese communication skills, both written and spoken.
- Experience in office interior fit-out projects or working with Japanese companies is preferred.
- Knowledge of AutoCAD, SketchUp, 3ds Max, Revit, or similar tools is preferred.
- English communication skills and project management certification are preferred.

#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