



[JP] Real Estate Investment Assistant Manager (PR/093706)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1486939

Industry

Other (Consulting and Professional Services)

Company Type

International Company

Job Type

Permanent Full-time

Location

Vietnam, Ho Chi Minh City

Salary

Negotiable, based on experience

Work Hours

Mon – Fri 8:30 - 17:30

Refreshed

July 22nd, 2024 15:12

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A Real estate development company is looking for [JP] Real Estate Investment Assistant Manager/ Senior Staff position.

Location: Ho Chi Minh City

JOB RESPONSIBILITIES

- Business Management related to office building projects.
- Management of project finance condition.
- Company management (administration of project company, controlling leasing team and operation team)
- Acquisition of new project:
- Investment: consider project development structure, project cashflow, contract terms, etc.
- Contract : negotiation with partners, prepare project contracts

- Procedure : legal procedures regarding the projects.
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Required Skills

JOB REQUIREMENTS

- Fluent Japanese (both writing and speaking) : N1 (preferred) or N2
- Work experience: Real estate, financing.
- Knowledge: accounting-finance, administration, laws.
- Want: Experience in Real Estate Business and/or Financing and Accounting
- Prefer: Graduated from Japan University or Experience working in Japan
- Reporting Line : Director – Manager
- English : business level (documentation, translation...)
- Good at office skills (pptx, word for reports, proposal...)
- Have Team/Tasks management skills is a must.

Benefit:

- Time work: Mon – Fri 8:30 - 17:30
 - Annual performance and salary review.
 - Allowances as company policy
 - Periodic health examination. Annual company trip.
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Company Description