



PR/093706 | [JP] Real Estate Investment Assistant Manager/ Senior Staff

## Job Information

### Recruiter

JAC Recruitment Vietnam Co., Ltd

### Job ID

1505042

### Industry

Real Estate Brokerage, Management

### Job Type

Permanent Full-time

### Location

Vietnam

### Salary

Negotiable, based on experience

### Refreshed

November 19th, 2024 11:30

## 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

Associate Degree/Diploma

### 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.

## **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.
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## **Benefit:**

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

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

#cityhcm

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Company Description