



PR/094197 | Investment Assistant Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1505228

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:34

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

JAC's client is looking for an Investment Assistant Manager to join their dynamic team in Ho Chi Minh city.

JOB RESPONSIBILITIES

- Supporting managers with tasks related to ongoing development projects in the Vietnam market, including reviewing legal documents, updating timelines, and assisting with the negotiation, finalization, execution, and closing of NDAs, LOIs, MOUs, Term Sheets, etc.
- Coordinating between the company's relevant teams and partners to monitor the schedule of ongoing projects (construction, sales & marketing, etc.).
- Communicating with agents or third parties to identify and access investment opportunities and validate assumptions in financial models.
- Conducting background research and initial due diligence on potential partners and projects.
- Preparing financial models and initial investment appraisal documents for internal review and evaluation.
- Performing general research and analysis related to macroeconomics, geopolitics, and regulations.
- Translating and interpreting content related to ongoing or potential projects and taking meeting minutes when required.

JOB REQUIREMENTS

- Degree in Economics, Finance or Real Estate related field.
- More than 3 years working experience in the same position of residential real estate investment and development.
- Analytical, numerate, and meticulous.
- Proficient in financial modeling.
- Strong skill in excel, word, and power point presentation.
- Fluently in English (writing and speaking)
- Ability to work independent and maintain the good relationship with other related departments as well as third parties.
- Willing to learn new things and proactive in work.
- Being able to have business trip when needed.

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 you that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN
#cityhcm

Company Description