



## PR/094346 | Senior Property Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1506688

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

November 26th, 2024 11:16

### 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 and Job Overview

JAC's client is looking for an experienced Senior Property Manager to join their dynamic team in Ho Chi Minh.

#### Job Responsibilities

- Align projects with company strategy, manage finances and budgets, and analyze performance.
- Maintain strong developer relationships and improve SOPs and KPIs.
- Collaborate on sales and marketing plans, manage risks, and ensure project quality.
- Regularly update legal documents in compliance with real estate management laws. Plan and execute recruitment and training for the Management Team
- Organize and manage project operations to maintain initial setup and service standards, ensuring effective cooperation with clients, vendors, and partners
- Perform reports to the superior authorities on the operation and backlog situation of the assigned projects.
- Represent the company in Resident, Management Board, and Developer meetings as needed.
- Perform other duties as assigned by head of department/ BODs/ Developers

#### Job Requirements

- University graduation with major at Business administration, economics or related professions.
- Minimum of 5 years' experience in Building Property Management or related field.
- Expertise in Property/Building Management Regulations and Vietnamese Law.
- Proactive, competent, flexible, and strong management skills.
- Excellent communication, negotiation and problem-solving skills.
- Proficient in English.

**Benefit:**

- Annual health check-up and health insurance coverage for employees.
- 13th-month salary and bonus scheme based on the company's business situation.

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

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Company Description