



PR/094310 | [Hanoi] Assistant to Manager for Japanese company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513542

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 03:00

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

Our client is Japanese real estate developer company. This position is Assistant to Manager, based in Hanoi

Job Responsibilities

- Conduct due diligence for new investment projects.
- Participate in meetings and discussions for ongoing projects, and handle internal and external arrangements for organizational decision-making.
- Coordinate project site inspections.
- Perform any other tasks assigned by the branch manager.

Job Requirements

- Share the requirements and qualities needed to carry out the position, starting with mandatory skills followed by advantageous skills.
- University Graduation (Bachelor Degree or above).
- Good command in English, particularly in writing & speaking (Equivalent to TOEIC of 850, IELTS 6.5 or above).
- Adhere to international compliance standards.

- Proficiency in office computer applications, especially Excel.
- Finance / Accounting degree.
- Experience in finance or accounting in previous roles is preferable.
- Conduct investment financial analysis, including creating financial models (Cash flow / P&L).
- Demonstrate effective communication skills and a respectful attitude towards all colleagues and partners. Strictly follow instructions and adapt flexibly to align with company policies and direction.

##LI-JACVN

Company Description