



PR/094346 | Senior Property Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513563

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 06:00

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

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

Company Description