



PR/094429 | Property Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513604

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 12:45

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 a foreign real estate investor who is looking for a Property Manager

Location: Ho Chi Minh/Binh Duong

Working time: 8:00 - 17:00 (Mon-Fri)

Job Responsibilities

- Implement and ensure smooth operation of all activities, facilities, systems in accordance with the company's operational procedures.
- Provide good customer service to residents.
- Manage, assign tasks, check result and control staff onsite.
- Grasp, analysis and consult for maintenance and technical matter.
- Control the collection of management fees and related service charges. Strictly control all expenses related to project and effectively utilize budget to avoid overspending.
- Outsource service management, including contract negotiations, descript scope of work, and payment procedures. Ensure that the quality of services provided to residents/project adheres to the terms outlined in the contract.
- Draft official dispatch to the authorities, correspondence to residents, Board of Committee.

- Coordinate and participate in handover of the completion units to customers.
- Organize the First Resident Meeting and hand over to Building Owner Committee/Management Committee.
- Report periodically or unexpectedly as requested by superiors.
- Set up standard working procedures for staff and sub-contractors.
- Perform other tasks as assigned by Manager.

Job Requirements

- Bachelor's degree preferably majoring in Property Management, Technical or related field.
- At least 3 years of experience in related role.
- Excellent communication, interpersonal and writing skills
- Leadership skillset with ability to lead a team.
- Basic English communication skills.
- Basic Microsoft Office skills.
- Knowledge about M&E system.
- Teamwork and independent work

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-JACV

Company Description