



## PR/094634 | Design Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1533091

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

April 15th, 2025 11:36

### 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**

Foreign real estate company is looking for Design Manager to provide comprehensive support in managing multiple projects, coordinating communication and documentation, and contributing to strategic planning and project execution.

**Job Responsibilities**

- Manage project trackers and ensure deadlines are met.
- Coordinate communication between project teams and stakeholders.
- Assist the Architect Manager with scheduling, meeting coordination, documentation, and other tasks as requested.
- Balance design considerations with market demands, sales, and revenue goals.
- Handle routine administrative tasks, including email management, file organization, and document translation.
- Assist in architectural research and data gathering for feasibility studies and strategic initiatives.
- Contribute to strategic discussions and long-term planning.
- Support the development of IT and engineering teams.
- Gradually take on more responsibility for project management and coordination.
- Participate in concept design, architectural design, basic design, and technical and construction design stage reviews to improve project design.
- Collaborate with JV partners to create customer-attracting features such as iconic designs, attractive amenities, and appealing landscapes and interiors.

- Perform other relevant tasks as requested.

**Job Requirements**

- University graduate with a degree in architecture.
- Over 8 years of experience in architecture, construction, real estate, or related fields is preferred but not required.
- Knowledge and experience in designing architecture for condominium or detached house projects.
- High proficiency in speaking and writing English.
- Proficient in PC skills (CAD, Microsoft Office, 3D software, Adobe Photoshop, and Illustrator).
- Knowledge of architectural laws, city planning laws, fire laws, etc., as an architect should have.
- Ownership of assigned tasks, cooperative, flexible, and eager to learn new areas.
- Strong organizational and time management skills.
- Ability to complete a design as part of a team rather than individually.
- Ability to work independently and take initiative.
- Willingness to learn and grow within the role.
- Vietnamese architectural license is preferred.
- Based in HCMC, with business trips to Hanoi (0-2 times per month).

Interested applicants, click [APPLY NOW](#).

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**Company Description**