



JAC Recruitment

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Vietnam



PR/094634 | Design Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1535480

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 29th, 2025 11:08

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).

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Company Description