



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

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1513542

業種

不動産仲介・管理

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年01月07日 07:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

会社説明