CareerCross by JAC Recruitment

JAC Recruitment Vietnam
We are recruitment specialists around the globe

PR/094634 | Design Manager

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1531426

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04月22日 08:00

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
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.

#LI-JACVN

会社説明