

WE'RE HIRING

Architects

NIKKEN SEKKEI VIETNAM COMPANY LIMITED (NSVN) is recruiting staff-level and senior-architect, with the ability and/or interest in working on URBAN DESIGN projects.

NSVN's parent, Tokyo-based Nikken Sekkei Ltd, is one of the world's largest architectural design firms, and a perennial winner of prestigious global awards for design and engineering prowess.

Successful Candidates for Architect can expect to work in an exciting and challenging international environment with some of the industry's best and brightest minds while pursuing a young market full of opportunities for growth, creativity, and innovation. Projects are subject to proposal selection, but typically range from large-scale residential to commercial and hospitality developments, in both public and private sectors.

All Candidates are asked to carefully read the following instructions and job descriptions. Please submit all materials, with English translations, to NSVN at the following address:

nikken_vn@nikken.jp

- Self-introduction
- Name
- Role that the applicant is applying (senior architect or staff architect)
- Current gross salary
- Requested gross salary
- Description of career goals/aspirations
- Reasons for applying to NSVN
- How do you think you can contribute to NSVN? Please explain.
- CV (curriculum vitae);
- Portfolio summary (up to 10 projects), with explanation of your role in each of them;
- Copies of language tests from certified schools/institutions verifying English proficiency level. (highly recommended to be attached)

Maximum two pages (A4 size) for the above 1) thru 9). Total file size should not exceed 25MB.

Job Description

Open positions: Staff Architect (with more than 3 years of experience) and Senior Architect (with more than 10 years of experience), who will also be working on urban design projects from time to time. Please note that we do not wish to hire an architect who is not eager to do any urban design work.

Hiring condition: Full-time employee

Language skills: English-Vietnamese (bilingual, business level) or English-Japanese-Vietnamese (trilingual, business level)

Positions to fill: Ho Chi Minh City (HCMC) (one to two persons)

Office location: NSVN office in HCMC

Monthly Salary guide*:

Staff Architect: 20,000,000 – 25,000,000 VND (gross) per month

Senior Architect: 38,000,000 – 45,000,000 VND (gross) per month

*Salaries are commensurate with the Candidate's abilities and experience.

Allowances/Benefits

- Monthly salary.
- Annual bonus
- Yearly salary review
- Monthly telephone allowance (290,000 VND)
- Taxi cards for business use
- Annual company trip for training and team-bonding, depending on financial status of the company
- Holidays: Saturdays, Sundays, national holidays as per Vietnam labor law, and company holidays at year-end and in August or September, according to Vietnamese business conditions
- Allowance/Benefits details will be provided at the Candidate interview. An optional salary package will be provided for N2 and higher Japanese Language Proficiency Test (JLPT) certificate holders.

- * Probation period: two months. Remuneration shall be 85% of regular salary during this period.

Training opportunities

- Study tour in Japan.
- Dispatch to Nikken Sekkei Ltd's Tokyo headquarters for a period of three months to two years.
- Online lectures at Nikken Sekkei Ltd's Tokyo headquarters.

Working Hours: 8:00am – 5:00pm, Monday to Friday.

1 Basic Responsibilities

The successful Candidate will be expected to work as an Architect (and as an Urban Designer when required) in support of NSVN, Nikken Sekkei Ltd and Nikken Sekkei Group (NSG) companies. The candidate shall:

- Attend and facilitate presentations, workshops, and project meetings.
- Support business development efforts, including attending meetings with potential clients, listening to new project briefs, preparing proposals, observing/analyzing project sites and buildings, etc.
- Support project design management, from concept design through authorship supervision.
- Liaise with clients, consultants and contractors, work with consultants, furniture dealers, product representatives, and fabricators to meet project objectives.
- Direct and/or cooperate with project team members to develop design ideas and solutions for assigned projects.
- Coordinate efforts with related local authorities and Nikken Sekkei Group member departments.

2 Application Requirements

Gender: NSVD does not discriminate between male and female applicants.

Minimum education: bachelor's degree (or equivalent), or higher (master's degree or doctorate degree).

Job experience in architectural design:

- Staff Architect: at least 3 years.
- Senior Architect: at least 10 years, including at least five years of corporate work experience. International corporate work experience is a plus.
- Internship experience cannot be included as work experience.

English language proficiency:

- Business-level English skill or equivalent (certification required). English is required for communicating with foreign managers, making presentations, and for technical composition of official documents.

Required software knowledge: AutoCAD or Rhino, Photoshop, Illustrator, InDesign, and Microsoft Office suite applications.

Knowledge of Lumion, Enscape, and Revit is a plus.

License(s): for the Senior Architect position, an architect's license in Vietnam is preferred.

Personality/Demeanor:

Good communication skills.

Self-motivating character.

Well-mannered (polite, friendly, honest, accurate and punctual).

Disqualifying conditions:

Tattoos.

Criminal convictions.

Designation as a suspect in a criminal investigation.

Organized crime or anti-social force membership and/or affiliation.

3 Interview Process

Candidate selection: applicants will be selected for an interview following initial NSVN screening.

Interview method: face-to-face.

Interview location: NSVN Ho Chi Minh City Office.

Interview language(s): English only, or English and Japanese, if the Candidate can speak Japanese.

NSVN welcomes suitable applicants who aspire for long-term employment with the company.

4 Employment Starting Date

NSVN shall propose the Candidate's earliest starting date of work during the interview process. However, the actual starting date will be determined by NSVN.