

WE'RE HIRING

Business Development Staff

NIKKEN SEKKEI VIETNAM COMPANY LIMITED ("NSVN") is recruiting a Business Development (BD) staff.

NSVN's parent, Tokyo-based Nikken Sekkei Ltd, is one of the world's largest architectural design firms. NSVN was established as a subsidiary of Nikken Sekkei in August 2023, with its headquarters office in Ho Chi Minh City and a branch office in Hanoi. It currently has a staff of 14, and intends to grow by hiring more Business Development (BD) staff and architects. The HCMC office currently has two BD staff, but desires to hire one more.

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

nikken_vn@nikken.jp

- * Name
- * Introduction
- * Role that the applicant is applying (junior BD staff)
- * Current salary
- * Requested salary
- * Description of career goals/aspirations
- * Reasons for applying to NSVN
- * How do you think you can contribute to NSVN?
- * CV (curriculum vitae)
- * Number of days required after receiving an Offer Letter before starting to work at NSVN
- * Copies of language tests from certified schools/institutions verifying English proficiency level. (Optional)
- * Maximum two pages (A4 size) for the above 1) thru 8).

1 Job Description

- 1.1 Open positions: BD staff (with 05 to 10 years of experience)
- 1.2 Hiring condition: Full-time employee
- 1.3 Language skills: Native in Vietnamese with fluent English proficiency
- 1.4 Office location: NSVN office in HCMC
- 1.5 Working Hours: 8:00am – 5:00pm, Monday to Friday
- 1.6 Holidays: Saturdays, Sundays, national holidays as per Vietnam labor law, and company holidays at year-end and in August, according to Vietnamese business conditions

- 1.7 Monthly Salary guide: 27,000,000 – 33,000,000 VND per month (GROSS) for a junior BD staff
 - 1.7.1 Salaries are commensurate with the Candidate’s abilities and experience.
 - 1.7.2 Probation period: two months. Remuneration shall be 85% of regular salary during this period.
- 1.8 Allowances/Benefits
 - 1.8.1 Monthly telephone allowance (290,000 VND)
 - 1.8.2 Taxi cards for business use
 - 1.8.3 Subject to financial conditions of NSVN, the following opportunities or benefits may be provided:
 - 1.8.3.1 Annual bonus - minimum one month of salary
 - 1.8.3.2 Annual company trip for team-bonding
 - 1.8.3.3 Visit to Nikken Sekkei Tokyo/Osaka office and its project sites for training
 - 1.8.4 Yearly salary review.
 - 1.8.5 Annual health check-up.

2 Basic Responsibilities

The successful Candidate will be expected to work as a member of the Business Development Team to win new work for Nikken Sekkei (“NS”) and NSVN.

The works of a BD staff will include the following:

- 2.1 Assist in preparing marketing and public relation documents for the Nikken Group;
- 2.2 Research about the construction and real estate market in Vietnam, consider which prospective clients suit the skills and experience of Nikken Sekkei / Nikken Sekkei Vietnam;
- 2.3 Attend meetings with Stakeholders for potential businesses or projects.
- 2.4 Prepare drafts of Expressions of Interest, financial/technical proposals, bidding documents, and capability statements for prospective projects;
- 2.5 Prepare drafts of Service Contracts;
- 2.6 Prepare official business letters (e.g. Letter of Appointment, Letter of Liquidation, Payment Requests) and coordinate the submission of documents to Clients, Local authorities, NS/NSVN’s subconsultants, other consultants hired by the Client, and other Stakeholders (hereinunder “Stakeholders”);
- 2.7 Help with payment-related aspects of projects including preparation of payment requests, following up with the client, and keeping record of payments;
- 2.8 Coordinate with NS Tokyo head office and other foreign NS offices to assist in communication and marketing-related tasks;
- 2.9 Coordinate communication with the NS/NSVN team and Stakeholders;
- 2.10 Provide sequential interpretation (between English and Vietnamese) at external meetings with Stakeholders as required;
- 2.11 Prepare concise minutes of external meetings in English;

- 2.12 Handle procedures for Project Offices (PO) including registration for obtaining a foreign contractor's license, conversion of practice licenses, obtaining work permits, paying tax, and administering project office closure.

Term of labor contract for BD Team member: 01-year basis, renewable each year if the corporate and individual performance are satisfactory.

3 Application Requirements

- 3.1 Gender: NSVN does not discriminate between male and female applicants.
- 3.2 Minimum education: bachelor's degree (or equivalent)
- 3.3 Job experience in business development, marketing, and/or project coordination. Internship experience cannot be included as work experience.
- 3.4 English language proficiency:
- * Fluent business English in all 04 skills (listening, speaking, reading, writing). English is required for communicating with foreign managers, clients, preparing presentations and official documents.
- 3.5 Required knowledge and skills:
- * Business development and marketing skills;
 - * Client relation skills;
 - * Public relation skills;
 - * Knowledge of building construction sector in Vietnam;
 - * Knowledge of real estate market in Vietnam;
 - * Knowledge of typical flow of Building development/Urban planning/Urban design projects;
 - * Knowledge of relevant laws and regulations;
 - * Knowledge of handling copyrights and confidential information.
- 3.6 Proficiency in using software including:
- * M365 suite (Microsoft Word, Excel, PowerPoint, Teams, SharePoint); Acrobat Professional
 - * Filing on shared server (e.g. BOX; OneDrive)
- 3.7 Personality/Demeanor:
- * Good communication skills.
 - * Self-motivating character.
 - * Well-mannered (polite, friendly, honest, accurate and punctual).
- 3.8 Disqualifying conditions:
- * Tattoos.
 - * Criminal convictions.
 - * Designation as a suspect in a criminal investigation.
 - * Organized crime or anti-social force membership and/or affiliation.

4 Interview Process

- 4.1 Candidate selection: applicants for interviews will be selected following initial screening based on applications.
- 4.2 Interview method: face-to-face, preferred.
- 4.3 Interview location: NSVN Ho Chi Minh City Office
- 4.4 Interview language(s): English only
- 4.5 NSVN welcomes suitable applicants who aspire for long-term employment with the company.