

<b>JOB TITLE/ Chức danh:</b> <b>MANAGER, INVESTMENT &amp; PORTFOLIO MANAGEMENT</b>	<b>Division/ Khối:</b>
<b>This Position Reports to</b> <i>Báo cáo cho:</i> <ul style="list-style-type: none"> <li>Head of Division</li> </ul>	<b>Positions Reporting to this Position</b> <i>Nhận báo cáo từ:</i> Team size: 6 (incl 2 Director , 2 Manager, 2 Assistant Manager)
Summary of Duties/ Tóm tắt nhiệm vụ	
General Scope/ Phạm vi trách nhiệm	
<b>Job Descriptions/ Mô tả công việc</b>  <b>1. Investment Management</b> <ul style="list-style-type: none"> <li>Focus on residential investment and business ventures identification as new markets (Logistics, Industrial Park) with a platform for future growth</li> <li>Identify, evaluate, negotiate and implement residential development investment opportunities in new markets</li> <li>Be in charge of other responsibilities include handling land and approval issues, preparing cash flow forecasts.</li> <li>Finalize new business leads especially in the execution and follow up of matter related to the deal in residential development projects including identify, evaluate, negotiate and implement residential development investment opportunities.</li> <li>Perform feasibility studies on potential deals including conducting extensive market research and due diligence on the potential projects</li> <li>Prepare comprehensive Business Plans (including financial analysis) for Board approval</li> <li>Provide assistance to chart the strategic direction of residential projects under your portfolio.</li> <li>Be in charge of other responsibilities include handling land and approval issues, preparing cash flow forecasts and asset reports.</li> </ul> <b>2. Portfolio Management</b> <ul style="list-style-type: none"> <li>Managing Company's asset portfolio including residential, office, retail, and serviced apartment projects</li> <li>Monitoring project timeline, legal process, budget, cash flow and return for each asset. Taking the lead in handling various project issues. Setting up, controlling and monitoring key performance indicators for respective departments during the project planning, development and operation to achieve ROE and Profit for the project. Conducting project control group meeting and coordinating among various departments during the project planning, development and operation period. Providing initiatives to improve the ROE and Profit of respective project</li> <li>Planning and forecasting for the growth of asset portfolio for CapitalLand Vietnam.</li> <li>Source for external fund investors and setting up new private equity funds. Monitoring, evaluating and reporting on the performance of the fund.</li> </ul> <b>3. Others</b> <ul style="list-style-type: none"> <li>Train and coach junior team members in investment analysis and management skills.</li> <li>Perform other relevant duties as required.</li> <li>Follow and implement the Environmental Management System (ISO 14001) and the Environment, Health and Safety Management System of the Company.</li> </ul>	

<p><b>Essential Qualifications/ Trình độ chuyên môn</b></p> <ul style="list-style-type: none"> <li>• A good Degree in Real Estate or Finance-related qualifications.</li> <li>• At least 6 years' experience in residential property investment and development. Understanding of property valuation principles is essential.</li> </ul>	<p><b>Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)</b></p> <p>➤ <b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Have good relationship with authorities and local investors</li> <li>• A highly numerate, strategic thinker with good analytical skills and working knowledge of financial tools.</li> </ul> <p>➤ <b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Highly self-motivated and self-driven manner with strong business acumen.</li> <li>• Resourcefulness with good interpersonal skills and problem-solving abilities.</li> <li>• Ability to work well under great pressure and adaptability to quick changes.</li> </ul>
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**Approval/ Phê duyệt**

**Accepted by/Chấp nhận**

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Date/Ngày:

<b>BENEFIT/ Lương, thưởng, đãi ngộ:</b> <ul style="list-style-type: none"> <li>Salary: USD1,600 – USD3,700 (thường sẽ offer xung quanh mid-point)</li> </ul> <b>Vui lòng lưu ý thông tin lương là confidential và cần được bảo mật.</b>	<b>WORK PLACE/ Địa điểm làm việc:</b> <ul style="list-style-type: none"> <li>Tầng 17, Deutsches Haus, 33 Lê Duẩn, Phường Sài Gòn, Thành phố Hồ Chí Minh</li> </ul>
<b>Level</b> <ul style="list-style-type: none"> <li>Level:</li> </ul>	<b>Industry/ Ngành nghề:</b> <ul style="list-style-type: none"> <li>Real estate developer</li> </ul>
<b>Team size</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>Language/ Ngôn ngữ:</b> <ul style="list-style-type: none"> <li>English</li> </ul>
<b>Ghi chú cho người giới thiệu (quan trọng)</b> <ul style="list-style-type: none"> <li><b>Giới tính:</b> Không yêu cầu</li> <li><b>Độ tuổi:</b> Dưới 50</li> <li><b>Kinh nghiệm:</b> Theo yêu cầu trong JD và có kinh nghiệm làm việc tại các công ty Bất động sản là chủ đầu tư nước ngoài.</li> </ul>	