

## JOB DESCRIPTION

### General Information:

Job Title: Investment Manager  
 Company Name: Indochina Kajima Development Ltd. (ICC-Kajima)  
 Working Location: Hanoi

### Company General Introduction

Indochina Kajima Development Ltd. (ICC-Kajima), a Joint venture between Indochina Capital and Kajima Corporation, aims to develop build on the success and impressive track record of the two companies, developing quality and innovative real estate projects throughout Vietnam. Indochina Capital Corporation is one of Vietnam's leading real estate, investment and financial services firms. Indochina Capital and its affiliates have a countrywide footprint with offices in Hanoi, Danang and Ho Chi Minh City. Kajima Corporation, headquartered in Tokyo Japan, has been established for 176 years. The corporation is currently one of the big four Japanese contractors and the largest Japanese overseas real estate developer. Its stock is listed and traded on Japan's four leading exchanges and is one of the stocks that constitute the Nikkei 225 Index. The joint venture real estate platform focuses on developing accommodation themed projects while maintaining unwavering commitment to architectural excellence, environmental sustainability and social responsibility. ICC-Kajima is committed to bring exceptional value to its partners, customers, investors, and the community.

Website: <http://indochinacapital.com/icc-kajima/>

### Job Summary

Sourcing, analyzing, monitoring real estate investment opportunities

### Key Responsibilities

- Work closely with the Executive Officers and Directors to evaluate real estate investment opportunities and manage portfolio of real estate investments;
- Collect and convert primary data into relevant format for review by Executive Officers and Directors , make research on additional and related information as required and be involved in the evaluation of prospective and investment opportunities;
- Prepare Investment Memo to be presented to the Executive Officers and Directors and approval on any investment or disposal of assets;
- Manage, structure, executive real estate transactions;
- Perform financial analysis and recommendations for real estate transactions
- Perform market analysis and due diligence on real estate projects and industry;
- Analyze investment opportunities by building financial models and quantitative analysis;
- Monitor the performance of investment portfolios;
- Manage project's cash flow, capital financing and project's budget;
- Write investment reports;
- Work with Vendors and third parties on real estate transactions;
- Others as assigned by Executive Officers and Directors.

### Qualifications & Experience

- A tertiary education qualification in finance or accounting or commerce or economics required (MBA or Master degree, CFA candidates are preferred);
- Excellent financial modeling, quantitative, and analytical skills;
- Good understanding and knowledge of Vietnamese legal system and accounting (applicable to real estate);
- Excellent communication and coordination skills;
- Excellent writing presentation skill;
- Excellent skills of using Microsoft Excel, Word and Power Point;
- Fluency in written and oral in Vietnamese and English;

- Flexible and ability to work under intense pressure;
- Mature, responsible and can work independently;
- At least 5 years experience in real estate related work.