KinderWorld Vietnam JSC

JOB DESCRIPTION

Name :

Department : Investment – Corporate Office @ Gamuda Gardens, Hanoi

Designation : Management Trainee

Main duties of a Management Trainee include the followings:

- Work under the mentorship and within a team to explore any opportunities of acquiring or leasing land and / or properties to expand Company's educational land/ properties.
- Assist with the preparation of investment paper which includes feasibility studies with detailed market researches on the demand and supplies, risks management, deal structuring and any other relevant information.
- Coordinate with relevant internal departments in preparation of the investment paper, business cooperation agreement, license application within the approved level of authorization by the Investment Manager.
- Assist with the filing all official writing communications with external parties in soft and hard copy and prepare regular update for investment project and future reference.
- Participate in relevant networking events organized by the Company, associations, authorities and developers to facilitate the development of the Investment Department.
- Provide monthly update of real estate market, education related information that might be beneficial for the operations and development of the Company.
- Facilitate all other required administration works to carry out the implementation and realization of the business opportunities/projects; the implementation of construction project management.