

## Job Description

<b>Job Title</b>	Analyst
<b>Business Unit</b>	Jones Lang LaSalle Vietnam
<b>Department</b>	Valuation and Advisory Services
<b>Reporting Relationships</b> Direct Manager: Matrix Managers: Direct Reports: Matrix Reports:	Assistant Manager – Valuation and Advisory, Ho Chi Minh Head of Valuation & Advisory Services None None
<b>Location</b>	Ho Chi Minh, Vietnam
<b>Objectives</b>	<ul style="list-style-type: none"><li>• To assist in production of valuation and other reports on properties and the property market</li></ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"><li>• Liaise with property owners to arrange inspections</li><li>• Inspect and report on properties</li><li>• Conduct market research by site visits, phone interviews</li><li>• Produce draft valuation reports</li><li>• Maintain records and databases</li><li>• Assist the Assistant Manager as required</li></ul>
<b>Required Qualifications, Skills &amp; Experience</b>	<ul style="list-style-type: none"><li>• University degree, preferably majoring in Real Estate, Business, Finance, Accounting, Economics or Statistics.</li><li>• Fresh graduates with good academic background and/or extracurricular activity are welcome to apply</li><li>• Good analytical skills, numerical skills, communication skills (in both English &amp; Vietnamese) and interpersonal skills</li><li>• Ability to demonstrate confidence, consistency, independence, results-orientation and teamwork</li></ul>