



JAC Recruitment

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Vietnam



PR/094565 | Account and Administrative Officer

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1536360

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:55

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and job overview

Our client is a company in Food industry

Job Responsibilities

- Manage day-to-day office operations, including office supplies, filling systems, and correspondence
- Handle daily administrative tasks such as phone answering and courier arrangements
- Oversee HR processes, including onboarding and offboarding
- Liaise with IT vendors
- Prepare and process sales invoices, bank receipts, and payment vouchers
- Manage AP and AR
- Perform monthly bank reconciliations and maintain accurate ledgers
- Monitor expenses to ensure alignment with budget and company policies
- Coordinate with bankers, accounting firms, and other vendors

- Handle full set of accounts
- Process orders and arrange delivery schedules
- Liaise with freight forwarders, transporter, and clearing agents for cargo dispatch and import
- Arrange samples for customers

Job Requirements

- 3-5 years of experience in administrative support, accounting, or logistics
- Strong verbal and written communication skill in English
- Strong organizational and multitasking abilities
- Proficiency in Microsoft Office and accounting software

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Company Description