



PR/094784 | Admin Executive

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1536460

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:56

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 Japanese company manufacturing tapes, records, LCD screens, insulation materials, and other products
- There is a shuttle bus from HCMC

Job Responsibilities

- Control factory public area hygiene and safety
- Manage administrative functions (janitorial, canteen, landscaping)
- Handle internal/ external audits and labor/ environmental inspections

- Develop and control work instructions and records
- Other tasks as directed by management

Job Requirements

- Having from 2 years of working experience
- Having good English communication skill
- Having Japanese skill is a plus
- Graduated from University
- Proficiency in Ms Office
- Having experience with ISO, OHSAS systems...

Company Description