



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094613 | RECRUITMENT INTERN

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541429

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 15:00

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 Overview

Belongs to JAC Group which has 34 locations in 11 countries (Japan, Singapore, Indonesia, Thailand, Malaysia, Korea, Germany, India, UK, USA, Viet Nam).

JAC Recruitment provides specialist permanent recruitment services to local, regional, and global businesses with an exceptional quality of service everywhere we operate. We are committed to building connections between mid-to-senior level professionals and companies across multiple industries and disciplines seeking their expertise.

What you will do:

- Supporting consultants in recruitment process (sourcing, interviewing candidate, working with client for understanding their needs...)

- Supporting consultants in paperwork, payment process (if any)
- Joining training session bringing by JAC Group
- Other tasks assigned by the Team Leader/Manager.

What we expect from you:

- Freshers are welcome
- Japanese N3-N2
- Please prepare your laptop for work (for long-term, we will provide you with company PC/laptop)
- Ambition to grow your career in HR business

What you would benefit when working with us:

- Allowance: Monthly allowance and parking allowance (*)
- International working environment
- Part-time flexible upon your schedule
- You will be trained and grow different skillsets but mainly: Business development and Interviewing candidates
- Opportunity to become a formal member at JAC family (trainings will be provided) after training program

(*): detailed will be discussed in the interview.

Other information:

- Working location: Floor 19, Doji Tower, 81-83-85 Ham Nghi District 1, Ho Chi Minh City
- Start date: ASAP

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Company Description