



JAC Recruitment

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Vietnam



PR/094752 | Reception staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541462

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:57

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

A Japan-based company operating in Vietnam, specializing in real estate management and rental services. They focus on providing high-quality residential solutions tailored to customer needs.

JOB RESPONSIBILITIES

The Reception Staff will:

- Handle front desk tasks, including welcoming visitors, managing calls, and assisting with check-in/out procedures.
- Support office administration by organizing files, coordinating supplies, and handling basic clerical duties.
- Follow instructions from management to ensure smooth daily operations.

JOB REQUIREMENTS

- Degree: Not specified.
- Language: Japanese (N3 level or higher, strong conversational skills preferred).
- Prior experience in customer service or hospitality is an advantage.
- Proficiency in using office software (Microsoft Word, Excel).
- Willingness to work shifts (morning and afternoon/evening schedules).

BENEFITS

- Salary: From 450 USD/month (negotiable based on ability).
- Working time: 8-hour shifts, 4 days off per month.
- Allowances: Phone, meal, and transportation support.
- Insurance: Health insurance provided.
- Other benefits in accordance with company policies and Vietnamese labor law.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description