



PR/094783 | Admin Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541481

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 09:01

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 shuttle bus from HCMC

Job Responsibilities

- Register and manage individual income tax (PIT) codes
- Prepare and submit payroll tax fillings for employees
- Manage employee information for expatriate assignments

- File and archive documents in accordance with regulations
- Perform other tasks as directed

Job Requirements

- Welcome fresher
- Graduated from University - Major: Accounting
- Having good English communication skill (IELTS 6.0 or equivalent)
- Having basic Japanese skill is a plus
- Proficiency in Ms Office

#LI-JACVN

Company Description