



## PR/094784 | Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1541482

**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 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...

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#### **Company Description**