



PR/094854 | HR – GA Manager [Japanese Speaking]

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1542418

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 10th, 2025 02:00

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 and Job Overview

Our client is a comprehensive urban development company based in Fukuoka, Japan, engaged in transportation, real estate, distribution, and leisure services. The company is expanding its real estate business in Vietnam with eight projects and is establishing a local subsidiary

Job Responsibilities

Pre-establishment:

- Investigate and propose optimal schemes through competitor analysis
- Coordinate and negotiate with consultants, handle necessary applications
- Liaise and coordinate with relevant departments at the Japanese headquarters

Post-establishment:

- Oversee general affairs, including accounting and HR
- Coordinate and negotiate with relevant departments at the Japanese headquarters

Job Requirements

- Proficiency in Japanese (JLPT N2~N1 level)
- Having over 3 years of experience in general affairs, accounting and HR (priority on accounting experience)
- Having over 1 year of experience as manager
- Proficiency in Microsoft Office365

Company Description