



PR/094862 | Admin Staff

## Job Information

### Recruiter

JAC Recruitment Vietnam Co., Ltd

### Job ID

1542424

### Industry

Real Estate Brokerage, Management

### Job Type

Permanent Full-time

### Location

Vietnam

### Salary

Negotiable, based on experience

### Refreshed

May 27th, 2025 10:38

## 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 Real estate company.

### Job Responsibilities

- Admin for 22 members in HCMC
- Report to the Executive Admin manager
- Collecting documents/creating payment requests
- Communication/ Negotiate with the vendor to pay expenses in HCMC
- Coordinate and communicate with HQ in Tokyo in English regarding expense-related matters, including contract arrangements
- Sign & stamp control (registration on a listing)

#### Job Requirements

- Bachelor's degree or equivalent experience
- Proficient business-level English
- At least 2 years of experience
- Basic Microsoft Office skills

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#### Company Description