



PR/094538 | HR support

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1549299

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:12

## 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 consultant company.

**Job Responsibilities**

- Support visa and work permit application procedures for Japanese employees.
- Assist with tasks in the department.
- Support other related tasks and follow instructions from the Japanese manager.
- Job details will be discussed directly during the interview.

**Job Requirements**

- Bachelor's degree in a relevant field.
- Japanese proficiency (N2 level); English is a plus.
- Experience in work permit and visa support.
- At least 3 years of experience working in a Japanese company.

#LI-JACVN

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## Company Description