



PR/094752 | Reception staff

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1549439

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 18:00

## 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 OVERVIEW

A Japan-based company operating in Vietnam, specializing in real estate management and rental services. They focus on providing high-quality residential solutions tailored to customer needs.

### JOB RESPONSIBILITIES

The Reception Staff will:

- Handle front desk tasks, including welcoming visitors, managing calls, and assisting with check-in/out procedures.
- Support office administration by organizing files, coordinating supplies, and handling basic clerical duties.
- Follow instructions from management to ensure smooth daily operations.

### JOB REQUIREMENTS

- Degree: Not specified.
- Language: Japanese (N3 level or higher, strong conversational skills preferred).
- Prior experience in customer service or hospitality is an advantage.
- Proficiency in using office software (Microsoft Word, Excel).
- Willingness to work shifts (morning and afternoon/evening schedules).

#### BENEFITS

- Salary: From 450 USD/month (negotiable based on ability).
- Working time: 8-hour shifts, 4 days off per month.
- Allowances: Phone, meal, and transportation support.
- Insurance: Health insurance provided.
- Other benefits in accordance with company policies and Vietnamese labor law.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN  
#cityhn

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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