



ベトナムの求人なら
JAC Recruitment Vietnam

PR/095024 | 経理兼総務スタッフ

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1553265

Industry

Digital Marketing

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 29th, 2025 10:23

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

【業種】日系会社 【勤務地】日本 - 渋谷 【ポジション】経理スタッフ 【業務内容】・経理業務（記帳、支払管理、請求書発行・管理、等）・組織づくり・グループ全体のIPO準備（決算体制整備、内部統制の構築、監査法人・主幹事証券会社・東証対応など）・総務等他の業務の担当・ベトナムの経理部とやりとり 【求める技術資格・スキル】・大卒・日本語検定N1～N2・英語日常会話が可能・経理の知識が一定あればOK 【給与】 年収400万程度・勤務時間・月～金曜日の午前9時から午後6時00分・12:00～13:00休憩・トレーニング

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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

Company Description