



PR/095082 | GA-HR Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1555425

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 19th, 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

Company and Job Overview

A Japanese-invested logistics company in Ho Chi Minh city is looking for GA-HR Staff to manage administrative tasks and HR functions. The role involves supporting the GA-HR Manager and ensuring compliance with company policies and legal regulations. The company has fewer than 100 employees and offers services like warehousing, transportation, and inventory management.

Job Responsibilities

The position is divided into three main areas:

- **General Affairs:** The employee will maintain company licenses, arrange travel, manage office facilities, track expenses, and support various administrative tasks.
- **Human Resources:** Key HR duties include recruitment, managing labor contracts and payroll, processing social

insurance and employee benefits, handling visa procedures for foreign staff, and organizing training sessions.

- **Cross-functional Tasks:** The role also involve creating social media content, assisting with procurement and legal reviews, and ensuring compliance with safety and hygiene standards.

Job Requirements

- Having minimum of 3-4 years of GA-HR experience, with experience in FDI company is a plus.
- Having good communication skill in English (business level), with Japanese language skills is a plus.
- The ideal candidate is proactive, responsible, and has strong communication skills, with the ability to work both independently and as a part of a team.

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Company Description