



PR/095122 | Admin Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1556756

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 05:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

Our client in a Japanese company is looking for Admin Assistant.

Job Responsibilities

- **Admin task:** Manage in-charges of all the Administration tasks. (Documents, Contract, IT, Back Office issue, etc.)
- **HR task:** Be in-charges of Human Resources related scope such as salary calculation/ payment (basic level) , labor contract preparation, etc...
- **Multi task:** report directly to Vietnamese manager.

Job Requirements

- **Education & Experience:** Bachelor's degree with a minimum of 1 years of progressive HR- Admin experience, ideally in a multinational or Japanese company.
- **Skill:** Strong understanding of Vietnam Labor Law and HR best practices. Must have good English communication skills.

#LI-JACVN

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Company Description