



## PR/095142 | Administrative Assistant position for a large Japanese company

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1559139

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

September 23rd, 2025 10:44

### 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 OVERVIEW**

A large company in Japan has an office in Hanoi, Vietnam. The company is committed to providing a professional working environment that values efficiency, collaboration, and continuous development.

**JOB RESPONSIBILITIES**

- Support general affairs and administration tasks .
- Translate documents (Japanese – English/ Japanese - Vietnamese) and manage company records.
- Manage assets and troubleshoot office equipment.
- Welcome visitors, answer phone calls, and distribute parcels and company bulletins.
- Support organization of internal company events.
- Handle employee registration for attendance systems, parking cards, and ID cards.
- Draft and manage supplier contracts, monitor execution, collect VAT invoices, and prepare payment requests.
- Perform other general affairs tasks as assigned by management.

**JOB REQUIREMENTS**

- Education: Bachelor's degree.
- 1+ year of experience in related positions.
- Language: Japanese Proficiency (JLPT N1, N2, confident in daily communication).
- English proficiency is an advantage.
- Personality: Agile, eager to learn, proactive...

## BENEFITS

- Annual bonus (1–2 months' salary per year).
- Annual salary review.
- Monthly transportation allowance.
- Allow WFH 1 day/week.

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

**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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## Company Description