



PR/095271 | HR Executive

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1562397

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

October 21st, 2025 10:15

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 operates an investment company from China

We are looking for HR executive who strong both C&B and Recruitment

Job Responsibilities

- Manage all HR operations: recruitment, compensation, performance evaluation, and employee relations
- Support the development and implementation of HR policies and procedures
- Maintain accurate employee records in compliance with company policies and local labor laws
- Ensure compliance with local laws and internal compensation policies
- Collaborate closely with internal and external stakeholders

- Address employee inquiries regarding HR policies and procedures
- Assist with ad hoc HR projects and tasks as needed

Job Responsibilities

- College degree or higher in Human Resources, Business Administration or related fields
- Minimum 3-5 years of experience in a generalist HR or recruitment role, preferably in healthcare, immigration, legal, or financial services
- Strong knowledge of Vietnamese labor law, social insurance and personal income tax
- Good command of both English and Vietnamese (spoken and written)

#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