



PR/095286 | HR Staff

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1562409

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

December 2nd, 2025 13:00

## 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

A company in the real estate development industry is hiring for an HR Staff position. The organization is dedicated to creating sustainable growth and mutual prosperity in Vietnam. With strong Japanese roots and a long-term commitment to ethical and professional operations, the company emphasizes integrity, efficiency, and respect in its workplace culture.

### Job Description

- Manage and execute payroll operations, employee benefits, and related tax and insurance procedures for both local and expatriate staff.
- Maintain and update employee records, timekeeping systems, and HR databases with accuracy and confidentiality.
- Administer compensation and benefits frameworks, ensuring compliance with local labor laws and company policies.
- Conduct recruitment activities including sourcing, screening, interviewing, and coordinating offers.
- Support employee engagement initiatives and programs to promote a positive workplace culture.
- Prepare and submit labor and compliance reports, ensuring all documentation meets statutory requirements.

- Collaborate with vendors, tax authorities, and internal departments to support HR operations and process improvements.
- Perform other duties and special projects as assigned by the department head.

**Job requirements**

- Bachelor's degree in Business Administration, Human Resources, or a related field (preferred).
- 2–4 years of experience in payroll or HR generalist roles.
- Business-level Japanese proficiency (N1) and English proficiency.
- Strong understanding of labor laws, compensation, and HR operations.
- Excellent organizational, analytical, and time-management skills with attention to detail.
- Effective communication and interpersonal skills to coordinate with multiple stakeholders.
- Proactive, self-motivated, adaptable, and capable of logical problem-solving.

#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**