



JAC Recruitment

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JAC Recruitment Vietnam

PR/095318 | HR - GA SUPERVISOR

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1564243

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 10:28

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 is a Japanese company in manufacturing industry

Location: Vung Tau

Job ResponsibilitiesGeneral Affairs

- Manage administrative budget
- Oversee company assets under GA department
- Handle office suppliers, uniforms, and work equipment
- Manage transportation services (shuttle bus, taxi cards).

- Arrange business trips and accommodations
- Organize customer visits
- Supervise contractors
- Support services for expatriates (visa, temporary residence card, housing, company car)
- Manage company documents, records, and contracts

Human Resources

- Execute full- cycle recruitment
- Operate HR functions: recruitment, onboarding, timekeeping, payroll coordination
- Support HR policy implementation and labor law compliance
- Update company licenses (IRC, ERC)
- Assist in labor relations and workplace issue resolution
- Manage training, performance evaluation, and employee benefits
- Prepare periodic reports for management and authorities

Other

- Participate in internal audits and external inspections
- Support company event organization
- Assist in GA - HR process improvement and cost optimization
- Perform other tasks as assigned

Job Requirements

- Having Bachelor's degree in Business Administration, Management, or related fields
- Having minimum 3 years in GA - HR, with at least 1 year in a supervisory or team leader role. Preferably experienced in manufacturing or multinational companies

Knowledge

- Having strong understanding of Vietnamese labor law and legal compliance processes
- Vendor and administrative budget management
- Office management, procurement, and facility operations
- Knowledge of visa/ work permit processes for expatriates is a plus

Language

- Having strong skills in English and native Vietnamese
- Japanese proficiency is a plus

#LI-JACVN

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Company Description