



PR/095335 | Office Manager for a reputable Japanese consulting company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1566008

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

LOCATION

In Thanh Xuan, Hanoi

COMPANY OVERVIEW

Our client is a Japanese consulting company

JOB RESPONSIBILITIES

- Provide full executive support to the General Director in managing overall business operations.
- Oversee and ensure smooth daily performance of the Hanoi Office while achieving business goals.

- Plan and execute marketing, sales, training, and HR consulting activities, from client acquisition to contract closure and service delivery.
- Maintain service quality, develop new business opportunities, and expand client and partner networks.
- Lead and coach both Vietnamese and Japanese staff to enhance performance, teamwork, and productivity.

JOB REQUIREMENTS

- Bachelor's degree in Business Administration, Human Resources, or a related field; preferred age range: 30–40.
- At least 5 years of experience, ideally in a managerial or leadership role.
- Studying or working experience in Japan is a strong advantage; Japanese fluency (JLPT N1 or equivalent) required, English proficiency preferred.
- Excellent MS Office skills and strong interest in training or HR consulting, with motivation to grow as a trainer or consultant.
- Possesses strong leadership, communication, and interpersonal abilities; proactive, responsible, adaptable, and able to perform well under pressure.

BENEFITS

- Attractive and competitive salary package based on qualifications and experience.
- Two annual bonuses: 13th-month salary (January) and performance-based bonus (May), totaling around 2–3 months' salary.
- Comprehensive benefits including annual health check-up, business trip allowance, and full statutory insurance coverage.
- Opportunities to attend global meetings and training programs abroad.
- Vibrant, team-oriented workplace with company trips, monthly gatherings, and cross-cultural events.

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Company Description