



## 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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#cityhn

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Company Description