



PR/093782 | Recruitment Intern

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1572234

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 12:01

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Belongs to JAC Group which has 26 offices in 12 countries (Japan, Singapore, Hong Kong SAR, China, Indonesia, Thailand, Malaysia, Korea, Germany, India, UK, USA, Viet Nam). JAC Recruitment provides specialist permanent recruitment services to local, regional, and global businesses with an exceptional quality of service everywhere we operate. We are committed to building connections between mid-to-senior level professionals and companies across multiple industries and disciplines seeking their expertise. You can visit us via our website: Work with us · JAC Recruitment Vietnam (jac-recruitment.vn)

JOB RESPONSIBILITIES

- Supporting consultants in paperwork, payment process (if any).
- Receive the recruiting request from the manager and input it into the file.
- Search and develop pool across employment portals.

- Call and initial screen the candidate as needed.
- Participate in brand activities.
- Manage the whole hiring process for the internship program.
- Develop and manage business relationships with consultants and other internal departments to ensure that quality services are delivered on schedule.
- Assisted in the search for candidate profiles.
- Opportunity to become a formal member at JAC family.

JOB REQUIREMENT

- Freshers are welcome (Final-year student from University/College with major in HR, Business Administration, English, Economics, Law and relevant).
- English fluency.
- Please prepare your laptop for work (for long-term, we will provide you with company PC/laptop).
- Ambition to grow your career in HR business.
- Proactive & willing to learn, dare to work & try new things regardless of fear of mistake.
- Love to in TA, especially in finance & banking sector.
- Careful & detail oriented
- Working hours: Mondays to Fridays, flexible upon your schedule.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN
#cityhcm

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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

Company Description