



## PR/095500 | HR cum Admin Manager (Japanese Speaker)

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1572897

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 04:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

A new established Japanese company is HR cum Admin Manager (Japanese Speaker).

#### Job Description

- Oversee human resources and general affairs functions to ensure smooth daily operations across office and factory settings.
- Manage translation and interpretation tasks, including support for executive meetings, internal documents, contracts, and business communications in Japanese and Vietnamese, with some English use.
- Handle local human resources administration such as social insurance procedures, employee inquiries, and compliance with labor regulations.
- Lead recruitment activities in coordination with local recruitment agencies, including candidate screening, interview coordination, employment documentation, and onboarding.

- Coordinate general affairs activities such as vendor management, contract administration, office and factory facility support, safety and compliance assistance, and employee services.
- Provide basic accounting support including journal entries, expense management, and coordination with external accounting firms.
- Report to senior management, manage costs, and support strategic administrative operations aligned with company goals.

### Job Requirements

- Japanese language proficiency equivalent to JLPT N2 or higher.
- At least three years of practical experience in human resources and general affairs in Vietnam.
- Basic knowledge of Vietnamese labor laws and social insurance systems.
- Fundamental PC and administrative skills.
- Experience working in Japan is preferred.
- Ability to communicate in English is welcomed.

#LI-JACVN

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### Company Description