



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.

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Company Description