



PR/095517 | HR Staff (Japanese speaking - N2 / N3)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1572907

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 10:30

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

JAC's client, a Japanese real estate developer, is looking for a HR Staff (N2/N3) position.

Location: District 1, Ho Chi Minh City

Job Responsibilities

- Manage full-scope HR operations (partially outsourced).
- Support administrative tasks such as guest reception and corporate-related coordination.
- Prepare HR documents and reports in Japanese and/or English.
- Coordinate internal HR procedures and support employee inquiries.
- Assist in recruitment, onboarding, and other HR initiatives.

Job Requirements

- Minimum 3 years of experience in HR and Administration.
- Japanese proficiency: N3 (close to N2 level).
- English: Able to use for internal documentation.
- Strong communication skills and attention to detail.

#LI-JACVN

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Company Description