



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**

February 17th, 2026 11:01

## 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

**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