



PR/095569 | Office Manager (Vietnamese - Japanese speaking)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1575516

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

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

Our client is establishing a new local entity in Vietnam and is seeking an Office Manager to lead and coordinate operations. This role is a newly created headcount designed to support business coordination between the Viet office and the headquarter in Japan

Location: Long Thanh - Dong Nai (Company provides car from HCMC)

Job Responsibilities

- Serve as the primary liaison between the headquarters in Japan and the Vietnam local office
- Facilitate smooth communication, coordination, and operational alignment between both parties
- Proactively understand the business situation, analyze issues, and propose improvements

- Handle a wide variety of tasks beyond fixed or routine responsibilities
- Contribute to business improvement initiatives and operational efficiency

Job Requirements

- Having Bachelor degree
- Having good communicating in Japanese
- Having minimum 5 years of work experience
- Prior experience working for a Japanese company

LI-JACVN

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Company Description