



PR/095633 | [Japanese Speaking] HR / GA Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1580502

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

March 3rd, 2026 10:33

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

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 global Information Services company, is looking for a HR/GA Manager

Location: Ho Chi Minh City

Job Responsibilities

- HR Duties (focused on recruitment):
 - Conduct recruitment for the office in Vietnam.
- Recruitment plan for 2026: 20 headcounts.
- Manage recruitment processes and coordinate with overseas teams.
- General Affairs Duties:
 - Set up the service office.
 - Manage or arrange IT equipment, facilities, and other administrative needs.
 - Take on the role of Office Manager with a broad scope of responsibilities.
 - Work on-site with other team members.
- Job Requirements
 - Japanese Language: N2 level or above.
 - English: Nice to have (not mandatory but an advantage)

Benefits

- Competitive Compensation: An attractive remuneration package including performance-based bonuses.
- Outstanding Career Development: A unique environment that provides exposure to the Japanese business landscape and cutting-edge knowledge across all industries.
- Exciting Growth Phase: Experience building a team during a critical stage of establishing the Southeast Asia branch.
- Comprehensive Benefits: Health insurance coverage and competitive leave policies.
- IT Environment and Training: Provision of the latest equipment required for work and ensured opportunities for continuous learning

Interested applicants, click APPLY NOW
#LI-JACVN

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Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

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Company Description