



PR/095647 | General Affairs cum Secretary (Korean Topik 5 ~6)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1581891

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and job overview

Our client is a foreign company in HCMC

Job Responsibilities

Vice President's Secretary:

Reserve restaurants, book travel and golf arrangements, rooms, hotels, etc.

General Affairs:

- Manage and carry out visa application work, temporary residence card for expats in the department (with agency support for application submission).

- Manage and monitor office lease contracts, housing contracts of Expats, work with building management as needed.
- Order essential office stationery for the department.
- Book hotels, air tickets for expats on business trips
- Some other general work as required by the manager.

Process expense payments of employees in the department.

- Pay expenses for vendors: air tickets, phone bills, wifi, internet, rent,...
- Pay other expenses: entertainment expenses, buying gifts,...

Job Requirements

- Bachelor in Korean Language, HR management, related fields.
- Experience: At least 2 years of experience in General Affairs and using S-ERP system or related experience.
- Language: Fluent in Korean, good communication (Topik 5~6). Ability in speaking English is a plus
- Skills: Good at MS Skills and high organizational skills and ability to manage multiple tasks at the same time.

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Company Description