



PR/095671 | Accountant cum Admin

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1582531

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 10:33

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A Japanese manufacturing company is establishing a new office in Hanoi and is seeking an experienced Accounting & Admin Staff to support its Vietnam operations during the startup phase.

- Work Location: EPIC Tower, Hanoi
- Position Title: Accounting & Admin Staff
- Report Line: Local General Director
- Hiring Type: Full-time
- Vacancies: 01
- Start Date: From April 2026 onward

Key Responsibilities

- Handle communication with the Japan headquarters regarding delivery and operational matters
- Coordinate schedules with partner factories
- Report irregularities to relevant internal stakeholders

- Support administrative operations and internal workflow setup
- Assist in establishing procedures and structure during the company's startup phase

Mandatory Requirements

- Back-office experience in a manufacturing or trading company
- JLPT N2 or above
- 2–3 years of experience in a Japanese company

Preferred Qualifications

- Experience in setting up a new office or branch
- Strong Japanese writing skills
- Ability to multitask and handle diverse responsibilities in a small-team environment

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Company Description