



## PR/095713 | Assistant to the Japanese Maintenance Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1584407

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

March 31st, 2026 10:33

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

Daily Conversation

**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 Japanese company in Food manufacturing industry in Binh Tan - HCMC

#### Job Responsibilities

- Manage the maintenance team when Manager is absent.
- Receive instructions from superiors and deploy the team.
- Propose the purchase of spare parts and replacement equipment.
- Manage machinery for scheduled maintenance.
- Assign daily tasks to the team.
- Manage equipment, propose and report on tasks within the factory.
- Negotiate with suppliers to obtain good quality at low cost.
- Report monthly KPIs.

### Job Requirements

- University graduate (Electrical/Electronics Engineering).
- At least 3 years of experience managing a maintenance team.
- Japanese JLPT N3
- Reading and understanding electrical/electronic equipment drawings.
- Proficient in writing reports and proposals related to maintenance department work.
- Ability to manage machinery.
- Ability to mentor subordinates.

**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.

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