



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

June 9th, 2026 05:00

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.

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Company Description