



PR/095758 | Office Administrator

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1586535

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Australia

**Salary**

Negotiable, based on experience

**Refreshed**

June 9th, 2026 11:00

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

### Company Overview

A company in the logistics industry is hiring for an Office Administrator position.

The organization operates an international network focused on air and sea freight, with a growing presence across multiple countries and a newly established branch in Ho Chi Minh City.

This role is ideal for individuals who are eager to learn, grow, and be part of a dynamic and multicultural team.

### Job Description

- Support daily administrative operations by managing emails, phone calls, and internal communications to ensure smooth coordination across teams
- Track international shipments using internal systems, maintain accurate records, and assist with status updates for

operational efficiency

- Facilitate communication between local and overseas teams by using either English or Mandarin to clarify operational details and ensure alignment
- Maintain office organization by managing supplies, handling documentation, and creating a productive and welcoming work environment
- Provide hands-on support to the local operations and management team as the business establishes and expands its presence

#### Qualifications

- High school diploma or equivalent
- No prior experience required; willingness to learn and grow in a professional environment
- Proficiency in either English (equivalent to IELTS 6.0 or higher) or Mandarin (equivalent to HSK 5 or higher)
- Comfortable using standard office tools, including word processing and spreadsheet software, along with daily email communication
- Strong attention to detail with a proactive and responsible approach to work Friendly, professional, and adaptable attitude suited to a fast-moving environment
- Motivation to develop skills and contribute to a growing team

#LI-JACVN

**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.

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

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

---

#### Company Description