



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

May 12th, 2026 11:45

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

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