



PR/095804 | [Services] Office Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599135

Industry

Other

Job Type

Permanent Full-time

Location

United Arab Emirates

Salary

Negotiable, based on experience

Refreshed

July 12th, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location: Hanoi City, Vietnam

Company Overview

A professional organization operating in a structured, fast-paced business environment with a focus on operational excellence.

Job Responsibilities

- Oversee daily office operations to ensure a smooth, efficient, and well-organized workplace.
- Manage office administration including supplies, facilities, vendors, and service contracts.
- Act as the primary point of contact for landlords, building management, and external service providers.

- Support onboarding and offboarding processes, including workspace setup and coordination with relevant teams.
- Maintain office policies, procedures, and internal documentation.
Coordinate administrative support for management and internal teams when required.
- Assist with basic finance-related administration such as invoice processing, expense tracking, and documentation.
- Organize internal meetings, company activities, and office events as needed.
- Ensure compliance with company standards related to office safety, cleanliness, and functionality.

Job Requirements

- Previous experience in office management, administration, or a similar coordination role.
- Strong organizational and multitasking skills with high attention to detail.
- Proactive, reliable, and able to work independently.
- Good communication skills and a service-oriented mindset.
- Comfortable working with vendors and cross-functional internal teams.
- Proficient in basic office software and administrative tools.
- Ability to handle confidential information with discretion.
- English communication skills are an advantage.

Benefits

- Attractive salary and benefits package based on experience and performance.
- Stable working environment with clear responsibilities and decision-making authority.
- Professional workplace with opportunities to broaden administrative and operational skills.
- Supportive team culture with long-term career development opportunities.

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