



PR/095879 | HR-GA Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599165

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:02

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

A technology-focused company

Job Responsibilities

- Lead and oversee all HR and administrative functions within the company
- Supervise and guide HR/Admin staff while ensuring smooth daily operations
- Develop, review, and enhance internal policies, HR frameworks, and company regulations

- Manage workforce administration including attendance, employee relations, health & safety, and benefits programs
- Take charge of recruitment activities, employment contracts, and performance management processes
- Handle compliance matters, internal training initiatives, and employee engagement programs
- Coordinate closely with regional stakeholders and overseas offices
- Oversee general affairs activities such as office setup, vendor coordination, logistics, and corporate events
- Support executive-level tasks including schedule coordination, documentation, and internal communication

Job Requirements

- Japanese N2 and above
- Solid experience in HR and administrative management roles
- Bachelor's degree or above
- Basic English reading/writing skills are an advantage
- Hands-on, proactive, and comfortable working in a developing organization
- Strong interpersonal and coordination skills with a positive, adaptable mindset

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