



PR/096031 | HR & GA Staff (Strong C&B)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1600973

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 7th, 2026 10:23

General Requirements

Minimum Experience Level

Over 6 years

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 and job overview

Our client is a foreign company in HCMC is looking for HR & GA staff who strong C&B.

Job Responsibilities

1.HR Tasks

- Execute the entire process of timekeeping, payroll, bonuses, and other allowances accurately and on time for local employees and expats.
- Handle and manage social insurance registration procedures related to mandatory insurances, and manage other welfare program related to Social Insurance Policies.
- Perform declaration, reporting, and finalization of PIT in compliance with current law.
- Handle labor contract and appendixes process including renewal, termination. Ensure compliance with Vietnam labor laws regarding internal regulations and employee grievances.

2. General Affairs Tasks

- Oversee and check daily office operations, including procurement of supplies, asset tracking, and facility maintenance.
- Manage and carry out visa application work, temporary residence card for expats in the department (with agency support for application submission).
- Manage and monitor office lease contracts, housing contracts of Expats, work with building management as needed.

Job Requirements

- Bachelor Degree in related fields
- Experience: 4 – 8 years of experience in general HR, C&B Operations field (50% C&B).
- Language: Fluent in English (Speaking and Listening).
- Experience in dealing with Department of Taxation and Government Agencies is prioritized
- Having depth understanding of the Vietnamese Labor Code, Social Insurance Law, and tax regulations.

#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