



PR/096052 | [IT] Operation Director

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1602399

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location

Hanoi City

Company and Job Overview

A Japanese IT solutions provider with a growing operation in Vietnam

• Job Responsibilities

- Lead and oversee all Back office functions, including administration, HR, labor management, and operational governance.
- Establish and improve operational policies, procedures, and internal controls.
- Organizational Development & HR Governance

- Partner with senior management to redesign and improve HR systems, performance management processes, and organizational policies.
- Support the implementation of workforce management initiatives while ensuring clear communication and employee engagement.
- Provide guidance to HR Managers and act as the escalation point for complex people-related matters.
- Monitor key business and operational metrics to support management decision making.
- Review and analyze financial and operational data to identify risks and improvement opportunities.
- Coordinate with accounting and administrative teams to ensure smooth operation and compliance.
- Lead and mentor departmental managers and team leaders.
- Act as the bridge between local operations and Japanese management.
- Facilitate communication and alignment between multiple stakeholders across the organization.
- Identify operational bottlenecks and implement practical solutions.
- Support business growth through process optimization and continuous improvement activities.

Job Requirements

- Experience in back office management, business operations, administration, finance, accounting, or corporate management.
- Candidates from accounting firms who wish to move into an in-house corporate environment are welcome.
- Approximately 3–5 years of relevant experience in accounting, finance, business administration, or operational management.
- Experience managing or influencing HR, labor, and administrative functions is preferred.
- Strong understanding of: Financial and numerical analysis, labor regulations and workforce management in Vietnam,
- Corporate administration and business operations, ability to lead organizational change and process improvement initiatives,
- Strong interpersonal and stakeholder management skills, capable of managing senior and cross-functional teams. Business-level Japanese is mandatory, basic English communication ability is preferred.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description