



PR/096081 | [Dong Nai] Admin Office Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1604967

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

JAC's client, a Vietnamese industrial park and real estate development company, is looking for Admin Office Staff.

Location: Binh An Commune, Dong Nai City, shuttle bus from HCMC provided

Job Responsibilities

- Manage office administration operations and outsourced services.
- Monitor administrative expenses and prepare budget reports.
- Oversee office assets, equipment, and workplace supplies.

- Manage employee welfare items, pantry, and canteen operations.
- Maintain administrative records and support internal HR activities.

Job requirements

- Bachelor's degree in Business Administration or a related field.
- Good communication skills with English proficiency.
- Strong planning, organization, and time management skills.
- Proficient in MS Office and administrative systems.
- Experienced in administration tasks with strong problem-solving abilities.

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Company Description