



PR/096121 | Japanese speaking Admin Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1605660

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 15:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

A reputable foreign-invested real estate and property management company, operating premium commercial and building projects in Vietnam.

Job Responsibilities

- Coordinate office administration activities to ensure efficient and uninterrupted daily operations.
- Manage relationships with external vendors and oversee service agreements and related administrative arrangements.
- Support employees with operational requests, including business travel arrangements, mobile services, business cards, and other office-related matters.
- Act as the first point of contact for guests and incoming calls, ensuring a professional reception experience.

- Handle incoming correspondence, deliveries, and internal notifications in an accurate and timely manner.
- Assist in organizing corporate events, internal activities, and employee engagement programs.
- Provide administrative assistance for expatriate employees, including immigration-related procedures and required documentation.
- Coordinate practical support for expatriates such as accommodation, banking services, school arrangements, and other settlement matters.
- Translate business documents and communications among Japanese, English, and Vietnamese as required.
- Prepare, organize, and maintain administrative records and document filing systems.
- Support internal compliance initiatives and governance-related administrative processes.
- Undertake additional administrative and operational assignments as requested by management.

Job Requirements

- Bachelor's degree in any discipline.
1-3 years of professional experience
- Japanese proficiency at JLPT N1 level is mandatory.
- Able to communicate in English for daily business activities is a plus.
- Good command of Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Energetic, self-motivated, and proactive in handling tasks.
- Quick learner with a positive attitude and willingness to adapt.
- Reliable, trustworthy, and accountable for assigned responsibilities.

Job Details

- Attractive salary package commensurate with experience and qualifications.
- Performance-based annual bonus.
- Annual salary review opportunity.
- Comprehensive insurance and statutory benefits in accordance with Vietnamese labor regulations.
- Transportation and other company allowances.
- Overtime compensation in line with company policy.
- Full salary during probation period.
- Professional and stable working environment with long-term career development opportunities.

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

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.

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Company Description