



PR/096134 | Administrative Officer

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1607096

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 10:20

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A company in the electronics manufacturing industry is hiring for an Administrative Officer position.

Job Description

- Liaise and coordinate with local government authorities, including Public Security, Labour, Taxation, and Industrial Park Management offices, and handle annual license renewals and administrative procedures.
- Manage travel arrangements for employees, including flight bookings, hotel reservations, airport transfers, and business travel itineraries between Vietnam and China.
- Process and monitor immigration and compliance requirements for foreign employees, including Temporary Residence Cards, visa extensions, and accommodation declarations.
- Support Vietnamese employees travelling to China by assisting with invitation letters, visa applications, and related entry and exit documentation.

- Review and verify reimbursement claims related to business travel and support cost control initiatives.
- Draft, translate, and maintain administrative documents, notices, and internal policies in Chinese and Vietnamese.
- Assist with employee welfare activities, festival celebrations, and administrative support requests, including medical coordination and local living guidance.

Qualifications

- Native-level Vietnamese proficiency.
- Fluent Chinese language skills with HSK Level 4 or above.
- Excellent listening, speaking, reading, and writing abilities in both Vietnamese and Chinese.
- Bachelor's degree or above in Administration, Business Management, International Relations, or a related field.
- Willingness and ability to travel frequently between Vietnam and China.
- Strong communication and coordination skills.
- Ability to manage multiple administrative tasks with attention to detail.
- Experience working with government agencies, visa procedures, travel coordination, or administrative operations is advantageous.

Location

SVIP Industrial Park, Hung Nguyen District, Nghe An Province, Vietnam

#LI-JACVN

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Company Description