



PR/096138 | Administrative Manager (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1607099

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 06:00

General Requirements

Minimum Experience Level

Over 6 years

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 Overview

JAC's client, a Japanese specialized logistics and freight forwarding company is hiring for an Administrative Manager position.

Job Description

- Manage accounting and finance operations, including reviewing financial statements, invoices, payment documents, revenue and expense approvals, and budget planning.
- Prepare and oversee reports for corporate headquarters and relevant authorities, including investment and financial reporting requirements.
- Coordinate audit activities and support compliance with internal and external regulatory requirements.

- Oversee human resources administration, including labor contract management, attendance review, payroll verification, employee leave administration, recruitment support, and social insurance processes.
- Manage general administration activities and review documents such as quotations, payment requests, contracts, and supporting records from multiple departments.
- Monitor regulatory updates from government, taxation, labor, and related authorities, and communicate relevant changes internally.
- Act as the point of contact with the group IT department and support IT-related information gathering, analysis, and coordination activities.

Qualifications

- Ability to communicate fluently in **Japanese** and work closely with Japanese management (**JLPT N2~**)
- Experience managing human resources, general affairs, and accounting-related functions.
- Knowledge or practical experience in accounting and finance operations.
- English communication skills are an advantage.
- Understanding of payroll, labor contracts, social insurance procedures, and HR administration.
- Experience reviewing financial documents, reports, contracts, and internal administrative processes.
- Strong organizational, coordination, and cross-functional management capabilities.

Benefits

- 13th-month salary.
- Annual salary review.
- Annual company trip.
- Holiday allowances and birthday gifts provided through the company labor union.

#LI-JACVN

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Company Description