



ベトナムの求人なら
JAC Recruitment Vietnam

PR/096187 | General Affairs Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1609380

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

Japanese company in the apparel industry, with a staff size of approximately 10-20 employees.

Job descriptions:

- Handle general administration and office operations.
- Manage office supplies, company assets, vendor contracts, invoices, and office expenses.
- Support meetings, internal events, training programs, and employee engagement activities.
- Assist expatriate staff with travel arrangements, visas, work permits, and other administrative matters.
- Maintain company records and documents accurately and confidentially.
- Support HR administration, including attendance tracking, leave management, and onboarding documentation.

- Coordinate with building management and service providers to ensure smooth office operations.
- Perform other administrative tasks assigned by management.

Requirements

- Female, 25-30 years old.
- At least 2 years of experience in Administration, General Affairs, or a similar role.
- Good communication and coordination skills.
- Japanese language skills for daily communication and email correspondence.
- Careful, responsible, proactive, and team-oriented.

#LI-JACVN

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Company Description