



PR/096136 | HR - Admin Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1611277

Industry

Retail

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 10:19

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is looking for an experienced HR & Administration professional to support the establishment and operation of a new office.

Responsibilities

- Support the setup and establishment of a new office
- Manage HR and General Affairs activities, including employee administration and office management
- Develop and maintain administrative procedures and internal processes
- Coordinate with internal and external stakeholders to support business operations
- Provide administrative support and handle ad hoc office-related matters as required

Requirements

- Having Japanese proficiency at JLPT N2 level or above
- Having English communication skills are an advantage
- Having experience in office setup, office establishment, or start- up environment
- Having solid experience in HR and General Affairs/ Administration functions
- Accounting experience is not required
- Strong coordination, communication, and organizational skills

About the company

Our client is a foreign- invested company that is preparing to establish and expand its operations in Vietnam.

#LI-JACVN

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Company Description