

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
November 3rd, 2026 11:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Basic Level

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

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