



PR/096213 | Production Planning Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1611280

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 10:19

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

RESPONSIBILITIES

- Support Business Continuity Planning (BCP), production planning, scheduling, and budgeting activities to ensure efficient and uninterrupted manufacturing operations.
- Monitor, analyze, and consolidate production data, preparing reports and maintaining accurate records through AS400, MES, and other related systems.
- Coordinate with production, logistics, engineering, and relevant internal departments to support daily manufacturing activities and ensure smooth operational execution.
- Assist in developing production plans and schedules based on customer demand, production capacity, and inventory requirements.
- Identify production and operational issues, analyze root causes, and propose continuous improvement initiatives to

enhance productivity, efficiency, and operational performance.

- Support the implementation and compliance of company procedures, operational standards, safety regulations, and management instructions.
- Perform other duties assigned by supervisors and management to support overall production planning and operational objectives.

REQUIREMENTS

- Bachelor's degree in Economics, Business Administration, Supply Chain Management, Industrial Management, Manufacturing Engineering, or a related field.
- Fresh graduates are encouraged to apply; comprehensive training will be provided.
- Experience in a manufacturing environment, particularly in production planning, production control, supply chain, or operations, is an advantage.
- Good Japanese communication skills with JLPT N3 level or above.
- Basic analytical and problem-solving skills, with the ability to interpret production and operational data.
- Familiarity with ERP systems, AS400, MES, or other manufacturing-related systems is preferred.
- Proficiency in Microsoft Office applications, especially Excel, Word, and PowerPoint.
- Strong communication, coordination, and teamwork skills with the ability to work effectively in a cross-functional manufacturing environment.

BENEFITS

- Working location: Long Duc Industrial Park, Dong Nai Province.
- Working schedule: Monday to Friday (7:45 AM – 4:30 PM, including a 45-minute lunch break).
- Company shuttle bus provided from Hang Xanh, Thu Duc, Bien Hoa, and Vung Tau.
- 13th-month salary and performance bonus paid twice annually.
- Professional training and career development opportunities within a leading Japanese manufacturing company.
- Stable, collaborative, and professional working environment.

ABOUT THE COMPANY

JAC's client is a Japanese manufacturing company specializing in industrial automation components and equipment, including cylinders, valves, and automatic control devices. With ongoing expansion in Vietnam, the company offers opportunities to work in a professional manufacturing environment focused on operational excellence, continuous improvement, and long-term career development.

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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