



PR/096280 | Project Administrator

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1616160

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:42

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

JAC's client, a foreign structural engineering consultancy, is looking for a Project Administrator position to support their business operation.

Location: Ho Chi Minh City

Job Responsibilities
Financial

- Prepare and manage fee proposals.
- Prepare monthly invoices for clients.
- Oversee and manage the financial platform Xero.
- Bookkeeping is not required, as the company already has a bookkeeper.

Administrative

- Set up new jobs and projects, ensuring proper documentation and organization.
- Set up and manage project information on the company's cloud server and project management platform.
- Perform data entry and maintain accurate business records.
- Manage documents and templates.
- Provide general business and personal administrative support to the directors.

- Training will be provided for the relevant systems and processes.

Marketing (Not Essential but Preferred)

- Oversee and manage marketing activities, including the website and social media.
- Direct execution of marketing activities is not required; these activities may be outsourced to a third-party company, while this role will be responsible for managing and overseeing the work.

Job Requirements

- Fluent and excellent communication in English (speaking and writing) is essential
- Experienced in similar role (2+ years experience) is essential
- The ability to work independently and take initiative is essential
- Confidentiality of information is essential
- Experience with financial platform Xero is strongly preferred
- Experience working for Australian or similar western company is preferred
- Creative experience for marketing is preferred but not essential.

#LI-JACVN

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Company Description