

PR/096392 | [Hanoi] Office Manager

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1621726

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:15

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

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

A newly established manufacturing company in Hanoi is seeking an Office Manager to support the CEO in daily operations while overseeing office administration and coordinating activities between the head office and manufacturing site. This role combines executive support, administration, reporting, and HR coordination responsibilities.

Job Requirements
Must-Have

- Bachelor's degree in Business Administration, Finance, Economics, or a related field.
- Good command of English, both written and spoken.
- Experience in Office Management, Executive Assistant, Business Support, HR & Administration, or similar functions.
- Strong organizational, coordination, and reporting skills.

- Ability to work independently, manage multiple priorities, and maintain attention to detail.
- Proactive, adaptable, and capable of working in a dynamic environment.

Nice-to-Have

- Experience supporting senior management, directors, or C-level executives.
- Experience working in manufacturing or factory environments.
- Understanding of HR operations, employee administration, and office management processes.

Job Responsibilities

- Provide administrative and operational support to the CEO and assist with business-related activities when required.
- Prepare reports, presentations, business updates, and basic analytical materials for management review.
- Oversee daily office administration and ensure smooth office operations.
- Coordinate communication and administrative activities between the head office and factory teams.
- Support HR-related activities and ensure alignment of HR policies and procedures across locations.
- Monitor and control administrative expenses to ensure cost efficiency.
- Support internal coordination and facilitate effective collaboration among departments.

Benefits

- Competitive salary package, negotiable based on experience and qualifications
- Opportunity to work directly with senior management and gain broad business exposure.
- Key role in a growing manufacturing business during its expansion phase.
- Dynamic and professional working environment with long-term career development opportunities.
- Comprehensive insurance and employee welfare benefits in accordance with company policies.
- Working location: Duy Tân, Cau Giay, Ha No

Due to the volume of applications, only shortlisted candidates will be contacted. Thank you for your interest.
#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