


# PR/096404 | Director of Administration

## Job Information

**Recruiter**
JAC Recruitment Vietnam Co., Ltd

**Job ID**
1623379

**Industry**
Other

**Job Type**
Permanent Full-time

**Location**
Laos

**Salary**
Negotiable, based on experience

**Refreshed**
November 17th, 2026 10:28

## General Requirements

**Minimum Experience Level**
Over 10 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

**Location**: Vientiane, Laos

**Company Overview**
A leading diversified investment group with a strong presence across multiple industries, committed to operational excellence and sustainable growth.

**Job Responsibilities**

- Direct and oversee all administrative operations to ensure efficient business support across the organization.
- Establish governance frameworks for company facilities, corporate assets, transportation resources, and office services.
- Develop and maintain effective systems for asset utilization, inventory control, document management, and

administrative records.

- Ensure office premises, workplace infrastructure, and support functions operate in a safe, productive, and professional manner.
- Coordinate the management of licenses, permits, contracts, and other corporate compliance requirements.
- Oversee relationships with external vendors and service providers, ensuring service quality, cost efficiency, and contractual compliance.
- Lead initiatives to enhance operational effectiveness through process optimization, digitalization, and administrative improvements.
- Manage, mentor, and develop the administration team while promoting accountability, responsiveness, and service excellence.
- Plan and monitor departmental budgets, identifying opportunities for cost control and resource optimization.
- Provide strategic administrative support and recommendations to executive leadership on operational matters and risk mitigation.
- Collaborate with cross-functional stakeholders to ensure seamless support of business activities and organizational priorities.

**Job Requirements**

- Bachelor's degree in Business Administration, Operations Management, Facilities Management, or a related field.
- Minimum 8-12 years of experience in administration, operations, corporate services, or related functions.
- Proven track record in leading administrative teams at a departmental or senior management level.
- Strong knowledge of facilities management, asset administration, transportation coordination, and office operations.
- Experience managing vendor relationships, service contracts, and operational budgets.
- Solid understanding of compliance administration, risk management, and corporate governance practices.
- Demonstrated ability to drive process improvements and operational efficiency initiatives.
- Strong leadership, stakeholder management, and people development capabilities.
- Excellent communication, problem-solving, and decision-making skills.
- Professional proficiency in English.

**Benefits**

- Attractive salary and comprehensive benefits package.
- Performance-based incentives and annual bonus opportunities.
- Leadership role with significant exposure to executive management.
- Long-term career growth within a diversified and expanding business group.
- Professional and collaborative working environment.
- Ongoing learning, leadership development, and training opportunities.
- Annual leave, insurance, and other benefits in accordance with company policies.
- Opportunity to contribute to strategic organizational initiatives and group-wide operations.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#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