



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



## PR/094565 | Account and Administrative Officer

### 募集職種

#### 人材紹介会社

[JAC Recruitment Vietnam Co., Ltd](#)

#### 求人ID

1541391

#### 業種

化学・素材

#### 雇用形態

正社員

#### 勤務地

ベトナム

#### 給与

経験考慮の上、応相談

#### 更新日

2025年06月03日 11:01

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### Company and job overview

Our client is a company in Food industry

#### Job Responsibilities

- Manage day-to-day office operations, including office supplies, filling systems, and correspondence
- Handle daily administrative tasks such as phone answering and courier arrangements
- Oversee HR processes, including onboarding and offboarding
- Liaise with IT vendors
- Prepare and process sales invoices, bank receipts, and payment vouchers
- Manage AP and AR
- Perform monthly bank reconciliations and maintain accurate ledgers
- Monitor expenses to ensure alignment with budget and company policies
- Coordinate with bankers, accounting firms, and other vendors

- Handle full set of accounts
- Process orders and arrange delivery schedules
- Liaise with freight forwarders, transporter, and clearing agents for cargo dispatch and import
- Arrange samples for customers

#### **Job Requirements**

- 3-5 years of experience in administrative support, accounting, or logistics
- Strong verbal and written communication skill in English
- Strong organizational and multitasking abilities
- Proficiency in Microsoft Office and accounting software

#LI-JACVN

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会社説明