



PR/094752 | Reception staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1549439

業種

不動産仲介・管理

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07月22日 07:00

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 OVERVIEW

A Japan-based company operating in Vietnam, specializing in real estate management and rental services. They focus on providing high-quality residential solutions tailored to customer needs.

JOB RESPONSIBILITIES

The Reception Staff will:

- Handle front desk tasks, including welcoming visitors, managing calls, and assisting with check-in/out procedures.
- Support office administration by organizing files, coordinating supplies, and handling basic clerical duties.
- Follow instructions from management to ensure smooth daily operations.

JOB REQUIREMENTS

- Degree: Not specified.
- Language: Japanese (N3 level or higher, strong conversational skills preferred).
- Prior experience in customer service or hospitality is an advantage.
- Proficiency in using office software (Microsoft Word, Excel).
- Willingness to work shifts (morning and afternoon/evening schedules).

BENEFITS

- Salary: From 450 USD/month (negotiable based on ability).
- Working time: 8-hour shifts, 4 days off per month.
- Allowances: Phone, meal, and transportation support.
- Insurance: Health insurance provided.
- Other benefits in accordance with company policies and Vietnamese labor law.

Apply online or feel free to contact me directly for more information about this opportunity. 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
#cityhn

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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会社説明