



PR/094854 | HR – GA Manager [Japanese Speaking]

## 募集職種

### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

### 求人ID

1549516

### 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08日 17:15

## 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 comprehensive urban development company based in Fukuoka, Japan, engaged in transportation, real estate, distribution, and leisure services. The company is expanding its real estate business in Vietnam with eight projects and is establishing a local subsidiary

### Job Responsibilities

#### Pre-establishment:

- Investigate and propose optimal schemes through competitor analysis
- Coordinate and negotiate with consultants, handle necessary applications
- Liaise and coordinate with relevant departments at the Japanese headquarters

Post-establishment:

- Oversee general affairs, including accounting and HR
- Coordinate and negotiate with relevant departments at the Japanese headquarters

**Job Requirements**

- Proficiency in Japanese (JLPT N2~N1 level)
- Having over 3 years of experience in general affairs, accounting and HR ( priority on accounting experience)
- Having over 1 year of experience as manager
- Proficiency in Microsoft Office365

#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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

---

会社説明