



JAC Recruitment

ベトナムの求人なら
JAC Recruitment Vietnam

PR/095017 | HR / Admin Manager

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1554686

業種

小売

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08月12日 10:29

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 leading Japanese food distribution conglomerate in Vietnam

Job Responsibilities

- Standardize and lead HR/Admin operations across group companies
- Develop and improve HR evaluation systems and internal workflows
- Manage labor relations, employee welfare, and safety
- Oversee facility management and administrative procedures

- Collaborate with HR/Admin staff and department managers
- Support governance and internal control initiatives

Job Requirements

- Minimum 5 years of experience in internal control, auditing, HR administration, or risk management
- Preferably experienced in logistic industry
- Fluent in Vietnamese; proficient in Japanese
- Background in manufacturing, wholesale, or logistics (preferred)
- Familiarity with ERP systems or management software (e.g., FAST) (preferred)

#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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会社説明