



JAC Recruitment

ベトナムの求人なら
JAC Recruitment Vietnam

PR/095122 | Admin Assistant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1556756

業種

レストラン・フードサービス

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09月02日 10:22

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 in a Japanese company is looking for Admin Assistant.

Job Responsibilities

- **Admin task:** Manage in-charges of all the Administration tasks. (Documents, Contract, IT, Back Office issue, etc.)
- **HR task:** Be in-charges of Human Resources related scope such as salary calculation/ payment (basic level) , labor contract preparation, etc...
- **Multi task:** report directly to Vietnamese manager.

Job Requirements

- **Education & Experience:** Bachelor's degree with a minimum of 1 years of progressive HR- Admin experience, ideally in a multinational or Japanese company.
- **Skill:** Strong understanding of Vietnam Labor Law and HR best practices. Must have good English communication skills.

#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