



## PR/095142 | Administrative Assistant position for a large Japanese company

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1559139

#### 業種

その他（人材サービス）

#### 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12月02日 03:00

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

無し

#### 日本語レベル

無し

#### 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 large company in Japan has an office in Hanoi, Vietnam. The company is committed to providing a professional working environment that values efficiency, collaboration, and continuous development.

#### JOB RESPONSIBILITIES

- Support general affairs and administration tasks .
- Translate documents (Japanese – English/ Japanese - Vietnamese) and manage company records.
- Manage assets and troubleshoot office equipment.
- Welcome visitors, answer phone calls, and distribute parcels and company bulletins.
- Support organization of internal company events.
- Handle employee registration for attendance systems, parking cards, and ID cards.
- Draft and manage supplier contracts, monitor execution, collect VAT invoices, and prepare payment requests.
- Perform other general affairs tasks as assigned by management.

#### JOB REQUIREMENTS

- Education: Bachelor's degree.
- 1+ year of experience in related positions.
- Language: Japanese Proficiency (JLPT N1, N2, confident in daily communication).
- English proficiency is an advantage.
- Personality: Agile, eager to learn, proactive...

## BENEFITS

- Annual bonus (1–2 months' salary per year).
- Annual salary review.
- Monthly transportation allowance.
- Allow WFH 1 day/week.

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

**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