



PR/095286 | HR Staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1562409

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12月02日 13:00

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

A company in the real estate development industry is hiring for an HR Staff position. The organization is dedicated to creating sustainable growth and mutual prosperity in Vietnam. With strong Japanese roots and a long-term commitment to ethical and professional operations, the company emphasizes integrity, efficiency, and respect in its workplace culture.

Job Description

- Manage and execute payroll operations, employee benefits, and related tax and insurance procedures for both local and expatriate staff.
- Maintain and update employee records, timekeeping systems, and HR databases with accuracy and confidentiality.
- Administer compensation and benefits frameworks, ensuring compliance with local labor laws and company policies.
- Conduct recruitment activities including sourcing, screening, interviewing, and coordinating offers.
- Support employee engagement initiatives and programs to promote a positive workplace culture.
- Prepare and submit labor and compliance reports, ensuring all documentation meets statutory requirements.

- Collaborate with vendors, tax authorities, and internal departments to support HR operations and process improvements.
- Perform other duties and special projects as assigned by the department head.

Job requirements

- Bachelor's degree in Business Administration, Human Resources, or a related field (preferred).
- 2–4 years of experience in payroll or HR generalist roles.
- Business-level Japanese proficiency (N1) and English proficiency.
- Strong understanding of labor laws, compensation, and HR operations.
- Excellent organizational, analytical, and time-management skills with attention to detail.
- Effective communication and interpersonal skills to coordinate with multiple stakeholders.
- Proactive, self-motivated, adaptable, and capable of logical problem-solving.

#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