



PR/095318 | HR - GA SUPERVISOR

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1564243

業種

その他（メーカー）

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11月18日 09:01

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 and Job Overview

Our client is a Japanese company in manufacturing industry

Location: Vung Tau

Job Responsibilities

General Affairs

- Manage administrative budget
- Oversee company assets under GA department
- Handle office suppliers, uniforms, and work equipment
- Manage transportation services (shuttle bus, taxi cards).

- Arrange business trips and accommodations
- Organize customer visits
- Supervise contractors
- Support services for expatriates (visa, temporary residence card, housing, company car)
- Manage company documents, records, and contracts

Human Resources

- Execute full- cycle recruitment
- Operate HR functions: recruitment, onboarding, timekeeping, payroll coordination
- Support HR policy implementation and labor law compliance
- Update company licenses (IRC, ERC)
- Assist in labor relations and workplace issue resolution
- Manage training, performance evaluation, and employee benefits
- Prepare periodic reports for management and authorities

Other

- Participate in internal audits and external inspections
- Support company event organization
- Assist in GA - HR process improvement and cost optimization
- Perform other tasks as assigned

Job Requirements

- Having Bachelor's degree in Business Administration, Management, or related fields
- Having minimum 3 years in GA - HR, with at least 1 year in a supervisory or team leader role. Preferably experienced in manufacturing or multinational companies

Knowledge

- Having strong understanding of Vietnamese labor law and legal compliance processes
- Vendor and administrative budget management
- Office management, procurement, and facility operations
- Knowledge of visa/ work permit processes for expatriates is a plus

Language

- Having strong skills in English and native Vietnamese
- Japanese proficiency is a plus

#LI-JACVN

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会社説明