



PR/095335 | Office Manager for a reputable Japanese consulting company

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1566008

業種

ビジネスコンサルティング

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

2026年02月10日 15:00

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

流暢

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

LOCATION

In Thanh Xuan, Hanoi

COMPANY OVERVIEW

Our client is a Japanese consulting company

JOB RESPONSIBILITIES

- Provide full executive support to the General Director in managing overall business operations.
- Oversee and ensure smooth daily performance of the Hanoi Office while achieving business goals.

- Plan and execute marketing, sales, training, and HR consulting activities, from client acquisition to contract closure and service delivery.
- Maintain service quality, develop new business opportunities, and expand client and partner networks.
- Lead and coach both Vietnamese and Japanese staff to enhance performance, teamwork, and productivity.

JOB REQUIREMENTS

- Bachelor's degree in Business Administration, Human Resources, or a related field; preferred age range: 30–40.
- At least 5 years of experience, ideally in a managerial or leadership role.
- Studying or working experience in Japan is a strong advantage; Japanese fluency (JLPT N1 or equivalent) required, English proficiency preferred.
- Excellent MS Office skills and strong interest in training or HR consulting, with motivation to grow as a trainer or consultant.
- Possesses strong leadership, communication, and interpersonal abilities; proactive, responsible, adaptable, and able to perform well under pressure.

BENEFITS

- Attractive and competitive salary package based on qualifications and experience.
- Two annual bonuses: 13th-month salary (January) and performance-based bonus (May), totaling around 2–3 months' salary.
- Comprehensive benefits including annual health check-up, business trip allowance, and full statutory insurance coverage.
- Opportunities to attend global meetings and training programs abroad.
- Vibrant, team-oriented workplace with company trips, monthly gatherings, and cross-cultural events.

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#cityhn

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会社説明