



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.

#LI-JACVN
#cityhn

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