



PR/095517 | HR Staff (Japanese speaking - N2 / N3)

#### 募集職種

##### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

##### 求人ID

1572907

##### 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

2026年02月17日 11:01

#### 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

日常会話レベル

##### 日本語レベル

ビジネス会話レベル

##### 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

JAC's client, a Japanese real estate developer, is looking for a HR Staff (N2/N3) position.

Location: District 1, Ho Chi Minh City

##### Job Responsibilities

- Manage full-scope HR operations (partially outsourced).
- Support administrative tasks such as guest reception and corporate-related coordination.
- Prepare HR documents and reports in Japanese and/or English.
- Coordinate internal HR procedures and support employee inquiries.
- Assist in recruitment, onboarding, and other HR initiatives.

##### Job Requirements

- Minimum 3 years of experience in HR and Administration.
- Japanese proficiency: N3 (close to N2 level).
- English: Able to use for internal documentation.
- Strong communication skills and attention to detail.

#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