



PR/095569 | Office Manager (Vietnamese - Japanese speaking)

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1575516

業種

その他（メーカー）

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年02月03日 11:55

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

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

Our client is establishing a new local entity in Vietnam and is seeking an Office Manager to lead and coordinate operations. This role is a newly created headcount designed to support business coordination between the Viet office and the headquarter in Japan

Location: Long Thanh - Dong Nai (Company provides car from HCMC)

Job Responsibilities

- Serve as the primary liaison between the headquarters in Japan and the Vietnam local office
- Facilitate smooth communication, coordination, and operational alignment between both parties
- Proactively understand the business situation, analyze issues, and propose improvements

- Handle a wide variety of tasks beyond fixed or routine responsibilities
- Contribute to business improvement initiatives and operational efficiency

Job Requirements

- Having Bachelor degree
- Having good communicating in Japanese
- Having minimum 5 years of work experience
- Prior experience working for a Japanese company

LI-JACVN

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会社説明