



PR/095633 | [Japanese Speaking] HR / GA Manager

#### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1580502

#### 業種

ビジネスコンサルティング

#### 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03月17日 04:00

#### 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

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

#### Company and Job Overview

JAC's client, a global Information Services company, is looking for a HR/GA Manager

Location: Ho Chi Minh City

#### Job Responsibilities

- HR Duties (focused on recruitment):
  - Conduct recruitment for the office in Vietnam.
- Recruitment plan for 2026: 20 headcounts.
- Manage recruitment processes and coordinate with overseas teams.
- General Affairs Duties:
  - Set up the service office.
  - Manage or arrange IT equipment, facilities, and other administrative needs.
- Take on the role of Office Manager with a broad scope of responsibilities.
- Work on-site with other team members.
- Job Requirements
  - Japanese Language: N2 level or above.
  - English: Nice to have (not mandatory but an advantage)

## Benefits

- Competitive Compensation: An attractive remuneration package including performance-based bonuses.
- Outstanding Career Development: A unique environment that provides exposure to the Japanese business landscape and cutting-edge knowledge across all industries.
- Exciting Growth Phase: Experience building a team during a critical stage of establishing the Southeast Asia branch.
- Comprehensive Benefits: Health insurance coverage and competitive leave policies.
- IT Environment and Training: Provision of the latest equipment required for work and ensured opportunities for continuous learning

Interested applicants, click APPLY NOW  
#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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

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会社説明