



PR/095647 | General Affairs cum Secretary (Korean Topik 5 ~6)

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1581891

業種

化学・素材

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03月24日 06:00

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

基礎会話レベル

日本語レベル

無し

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 a foreign company in HCMC

Job Responsibilities

Vice President's Secretary:

Reserve restaurants, book travel and golf arrangements, rooms, hotels, etc.

General Affairs:

- Manage and carry out visa application work, temporary residence card for expats in the department (with agency support for application submission).

- Manage and monitor office lease contracts, housing contracts of Expats, work with building management as needed.
- Order essential office stationery for the department.
- Book hotels, air tickets for expats on business trips
- Some other general work as required by the manager.

Process expense payments of employees in the department.

- Pay expenses for vendors: air tickets, phone bills, wifi, internet, rent,...
- Pay other expenses: entertainment expenses, buying gifts,...

Job Requirements

- Bachelor in Korean Language, HR management, related fields.
- Experience: At least 2 years of experience in General Affairs and using S-ERP system or related experience.
- Language: Fluent in Korean, good communication (Topik 5~6). Ability in speaking English is a plus
- Skills: Good at MS Skills and high organizational skills and ability to manage multiple tasks at the same time.

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