



PR/095671 | Accountant cum Admin

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1582531

業種

その他（メーカー）

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31日 04:00

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

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 Overview

A Japanese manufacturing company is establishing a new office in Hanoi and is seeking an experienced Accounting & Admin Staff to support its Vietnam operations during the startup phase.

- Work Location: EPIC Tower, Hanoi

- Position Title: Accounting & Admin Staff
- Report Line: Local General Director
- Hiring Type: Full-time
- Vacancies: 01
- Start Date: From April 2026 onward

Key Responsibilities

- Handle communication with the Japan headquarters regarding delivery and operational matters
- Coordinate schedules with partner factories
- Report irregularities to relevant internal stakeholders

- Support administrative operations and internal workflow setup
- Assist in establishing procedures and structure during the company's startup phase

Mandatory Requirements

- Back-office experience in a manufacturing or trading company
- JLPT N2 or above
- 2–3 years of experience in a Japanese company

Preferred Qualifications

- Experience in setting up a new office or branch
- Strong Japanese writing skills
- Ability to multitask and handle diverse responsibilities in a small-team environment

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