



PR/095758 | Office Administrator

#### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1586535

#### 業種

物流・倉庫

#### 雇用形態

正社員

#### 勤務地

オーストラリア

#### 給与

経験考慮の上、応相談

#### 更新日

2026年05月12日 11:45

#### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 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 Overview

A company in the logistics industry is hiring for an Office Administrator position.

The organization operates an international network focused on air and sea freight, with a growing presence across multiple countries and a newly established branch in Ho Chi Minh City.

This role is ideal for individuals who are eager to learn, grow, and be part of a dynamic and multicultural team.

#### Job Description

- Support daily administrative operations by managing emails, phone calls, and internal communications to ensure smooth coordination across teams
- Track international shipments using internal systems, maintain accurate records, and assist with status updates for

operational efficiency

- Facilitate communication between local and overseas teams by using either English or Mandarin to clarify operational details and ensure alignment
- Maintain office organization by managing supplies, handling documentation, and creating a productive and welcoming work environment
- Provide hands-on support to the local operations and management team as the business establishes and expands its presence

#### Qualifications

- High school diploma or equivalent
- No prior experience required; willingness to learn and grow in a professional environment
- Proficiency in either English (equivalent to IELTS 6.0 or higher) or Mandarin (equivalent to HSK 5 or higher)
- Comfortable using standard office tools, including word processing and spreadsheet software, along with daily email communication
- Strong attention to detail with a proactive and responsible approach to work Friendly, professional, and adaptable attitude suited to a fast-moving environment
- Motivation to develop skills and contribute to a growing team

#LI-JACVN

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会社説明