



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26日 08:00

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

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