

JAC Recruitment

ベトナムの求人なら
JAC Recruitment Vietnam

PR/095879 | HR-GA Manager

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1599165

業種
ITコンサルティング

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07月12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
日常会話レベル

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
A technology-focused company

Job Responsibilities

- Lead and oversee all HR and administrative functions within the company
- Supervise and guide HR/Admin staff while ensuring smooth daily operations
- Develop, review, and enhance internal policies, HR frameworks, and company regulations

- Manage workforce administration including attendance, employee relations, health & safety, and benefits programs
- Take charge of recruitment activities, employment contracts, and performance management processes
- Handle compliance matters, internal training initiatives, and employee engagement programs
- Coordinate closely with regional stakeholders and overseas offices
- Oversee general affairs activities such as office setup, vendor coordination, logistics, and corporate events
- Support executive-level tasks including schedule coordination, documentation, and internal communication

Job Requirements

- Japanese N2 and above
- Solid experience in HR and administrative management roles
- Bachelor's degree or above
- Basic English reading/writing skills are an advantage
- Hands-on, proactive, and comfortable working in a developing organization
- Strong interpersonal and coordination skills with a positive, adaptable mindset

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>

会社説明