



PR/095937 | HR & Admin Associate (English +Japanese)

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1599199

#### 業種

ビジネスコンサルティング

#### 雇用形態

正社員

#### 勤務地

タイ

#### 給与

経験考慮の上、応相談

#### 更新日

2026年06月26日 11:03

### 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 and Job Overview

JAC's client, a company specializing in fund management, investment, and M&A advisory is looking for an HR & Admin Associate

Location: Ho Chi Minh City

#### Job Responsibilities

##### Human Skills

- Ability to communicate progress and coordinate with internal stakeholders on assigned tasks
- Ability to manage routine tasks independently and meet deadlines
- Ability to follow established procedures and templates consistently
- Ability to maintain accuracy and reliability in deliverables

#### HR & Workforce Support

- Support recruitment coordination, interview scheduling, onboarding, and offboarding documentation
- Coordinate with HR service vendors for payroll, social insurance, personal income tax, and labor-related procedures
- Maintain employee records with accuracy, completeness, and confidentiality

#### **Operational & Transaction Support**

- Support payment-related administrative procedures by collecting documents and tracking processing status
- Coordinate with internal departments and external accounting/tax service providers
- Escalate administrative issues or delays to supervisors when necessary

#### **Documentation & Compliance Support**

- Maintain proper documentation and recordkeeping for corporate and operational matters
- Follow company policies, procedures, and confidentiality requirement

#### **Others**

- Perform other duties assigned by the supervisor from time to time

#### **Job Requirements**

- Bachelor's degree in any field
- 1–3 years of experience in administration, HR administration, back-office support, or operations support is preferred
- Office administration and record management
- Vendor coordination and meeting logistics
- Basic HR administration (onboarding/offboarding documentation)
- Basic support for payment-related documentation and coordination
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Good communication skills in English (Business level) and Japanese N3+
- Ability to communicate progress and coordinate with internal stakeholders on assigned tasks
- Ability to manage routine tasks independently and meet deadlines
- Ability to follow established procedures and templates consistently
- Ability to maintain accuracy and reliability in deliverables

Interested applicants, click APPLY NOW  
#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