



## PR/096022 | Business Operations Executive

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1600965

#### 業種

その他

#### 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08月18日 01:00

### 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

#### Location

Hanoi, Vietnam

### Company Overview

An international company focused on organizing and supporting large-scale business events, with a collaborative workforce spanning multiple countries.

### Job Responsibilities

- Coordinate and streamline daily office operations to ensure an efficient and well-organized workplace.

- Manage relationships with external vendors, service providers, and facility partners.
- Handle HR administrative tasks, employee documentation, and record management.
- Provide practical support to overseas employees, helping them adapt to local working and living environments.
- Assist staff with internal processes, policies, and operational procedures.
- Support onboarding activities and contribute to a positive employee experience for new joiners.
- Facilitate effective communication and collaboration between local and international teams.
- Monitor administrative processes to ensure compliance with company standards and local regulations.
- Identify opportunities to improve operational efficiency and employee support services.

### **Job Requirements**

- Bachelor's degree in Business Administration, Human Resources, Management, or a related field.
- Strong English communication skills, both written and spoken.
- Experience in office administration, business support, operations, HR coordination, or a similar role. Previous exposure to multinational or international working environments is an advantage.
- Strong organizational and multitasking abilities with the capacity to manage competing priorities.
- Excellent interpersonal skills and the ability to work effectively with diverse stakeholders.
- Proactive, adaptable, and solution-oriented mindset.
- High level of professionalism, attention to detail, and confidentiality.
- Good understanding of administrative processes and compliance requirements.
- Proficiency in Microsoft Office applications.

### **Benefits**

- Attractive salary and comprehensive benefits package.
- Annual salary review and performance-based bonuses.
- Premium healthcare and statutory insurance coverage.
- Generous annual leave entitlement.
- Professional development and career advancement opportunities.
- Exposure to an international and multicultural working environment.
- Friendly, supportive, and collaborative company culture.
- Opportunities to work closely with regional and global stakeholders.
- Modern office environment in Hanoi.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#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