



PR/096053 | HR cum Admin

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1602400

業種

その他（メーカー）

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11日 12:00

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

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

Job Responsibilities

- Handle end-to-end recruitment activities, including job posting, candidate screening, interview coordination, reference checks, and onboarding.
- Manage employee records, labor contracts, probation assessments, contract renewals, and termination processes in compliance with labor regulations.
- Coordinate monthly payroll and administer social, health, and unemployment insurance programs.
- Support employee relations by addressing HR-related inquiries and ensuring policy compliance.
- Assist with performance management, training programs, and employee engagement activities.
- Oversee daily office administration, including office facilities, supplies, vendors, and document management.
- Coordinate visas, work permits, and temporary residence cards (TRC) for expatriate employees.

- Liaise with government authorities and support other HR & administrative tasks as required.

Requirements

- 2–4 years of experience in HR and/or Administration, preferably in a manufacturing environment.
- Practical experience in recruitment, payroll, social insurance administration, and labor contract management.
- Good knowledge of Vietnamese Labor Law and social insurance regulations.
- Proficient in Microsoft Office; experience with HR software/HRIS is an advantage.
- Strong organizational, communication, and multitasking skills.
- High level of integrity, attention to detail, and confidentiality.
- Able to work independently and proactively.
- Good command of English or Mandarin (spoken and written).

#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.

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