



PR/096081 | [Dong Nai] Admin Office Staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1604967

業種

銀行・信託銀行・信用金庫

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25日 13:00

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

日常会話レベル

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

JAC's client, a Vietnamese industrial park and real estate development company, is looking for Admin Office Staff.

Location: Binh An Commune, Dong Nai City, shuttle bus from HCMC provided

Job Responsibilities

- Manage office administration operations and outsourced services.
- Monitor administrative expenses and prepare budget reports.
- Oversee office assets, equipment, and workplace supplies.

- Manage employee welfare items, pantry, and canteen operations.
- Maintain administrative records and support internal HR activities.

Job requirements

- Bachelor's degree in Business Administration or a related field.
- Good communication skills with English proficiency.
- Strong planning, organization, and time management skills.
- Proficient in MS Office and administrative systems.
- Experienced in administration tasks with strong problem-solving abilities.

#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