



PR/096092 | [Đồng Nai] Marketing Staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1604978

業種

不動産仲介・管理

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

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

Company Overview

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

- Location: Dong Nai City, shuttle bus from HCMC provided

Job Responsibilities

- Support tenants with preparation, submission, and amendments of IRC/ERC applications, including liaising with authorities.
- Provide customer care: handle contracts, certificates, inquiries, complaints, recruitment support, and legal updates.
- Assist Japanese staff in preparing annexes, agreements, notifications, and communicating with tenants on contract-related matters.

- Respond to tenant requests and ensure smooth communication regarding business operations and regulations.
- Perform other tasks as assigned by supervisor.

Job Requirements

- Bachelor's degree in Law
- 2+ years of relevant experience with IRC/ERC procedures
- Strong organizational, document management, and time management skills
- Good communication, coordination across departments, and ability to analyze IRC/ERC issues
- Proficient in Microsoft Word, Excel; English reading comprehension and communication skills

#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