



PR/096121 | Japanese speaking Admin Staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1605660

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09月01日 15:00

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

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

A reputable foreign-invested real estate and property management company, operating premium commercial and building projects in Vietnam.

Job Responsibilities

- Coordinate office administration activities to ensure efficient and uninterrupted daily operations.
- Manage relationships with external vendors and oversee service agreements and related administrative arrangements.
- Support employees with operational requests, including business travel arrangements, mobile services, business cards, and other office-related matters.
- Act as the first point of contact for guests and incoming calls, ensuring a professional reception experience.

- Handle incoming correspondence, deliveries, and internal notifications in an accurate and timely manner.
- Assist in organizing corporate events, internal activities, and employee engagement programs.
- Provide administrative assistance for expatriate employees, including immigration-related procedures and required documentation.
- Coordinate practical support for expatriates such as accommodation, banking services, school arrangements, and other settlement matters.
- Translate business documents and communications among Japanese, English, and Vietnamese as required.
- Prepare, organize, and maintain administrative records and document filing systems.
- Support internal compliance initiatives and governance-related administrative processes.
- Undertake additional administrative and operational assignments as requested by management.

Job Requirements

- Bachelor's degree in any discipline.
1-3 years of professional experience
- Japanese proficiency at JLPT N1 level is mandatory.
- Able to communicate in English for daily business activities is a plus.
- Good command of Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Energetic, self-motivated, and proactive in handling tasks.
- Quick learner with a positive attitude and willingness to adapt.
- Reliable, trustworthy, and accountable for assigned responsibilities.

Job Details

- Attractive salary package commensurate with experience and qualifications.
- Performance-based annual bonus.
- Annual salary review opportunity.
- Comprehensive insurance and statutory benefits in accordance with Vietnamese labor regulations.
- Transportation and other company allowances.
- Overtime compensation in line with company policy.
- Full salary during probation period.
- Professional and stable working environment with long-term career development opportunities.

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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