



PR/096187 | General Affairs Staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1609380

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25日 11:06

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

無し

日本語レベル

日常会話レベル

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

Japanese company in the apparel industry, with a staff size of approximately 10-20 employees.

Job descriptions:

- Handle general administration and office operations.
- Manage office supplies, company assets, vendor contracts, invoices, and office expenses.
- Support meetings, internal events, training programs, and employee engagement activities.
- Assist expatriate staff with travel arrangements, visas, work permits, and other administrative matters.
- Maintain company records and documents accurately and confidentially.
- Support HR administration, including attendance tracking, leave management, and onboarding documentation.

- Coordinate with building management and service providers to ensure smooth office operations.
- Perform other administrative tasks assigned by management.

Requirements

- Female, 25-30 years old.
- At least 2 years of experience in Administration, General Affairs, or a similar role.
- Good communication and coordination skills.
- Japanese language skills for daily communication and email correspondence.
- Careful, responsible, proactive, and team-oriented.

#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