

PR/096136 | HR - Admin Manager

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1611277

業種
小売

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11月03日 11:00

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
基礎会話レベル

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

Our client is looking for an experienced HR & Administration professional to support the establishment and operation of a new office.

Responsibilities

- Support the setup and establishment of a new office
- Manage HR and General Affairs activities, including employee administration and office management
- Develop and maintain administrative procedures and internal processes
- Coordinate with internal and external stakeholders to support business operations
- Provide administrative support and handle ad hoc office-related matters as required

Requirements

- Having Japanese proficiency at JLPT N2 level or above
- Having English communication skills are an advantage
- Having experience in office setup, office establishment, or start- up environment
- Having solid experience in HR and General Affairs/ Administration functions
- Accounting experience is not required
- Strong coordination, communication, and organizational skills

About the company

Our client is a foreign- invested company that is preparing to establish and expand its operations in Vietnam.

#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
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会社説明