



PR/096280 | Project Administrator

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1616160

業種

土木

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10月06日 10:42

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 and Job Overview

JAC's client, a foreign structural engineering consultancy, is looking for a Project Administrator position to support their business operation.

Location: Ho Chi Minh City

Job Responsibilities

Financial

- Prepare and manage fee proposals.
- Prepare monthly invoices for clients.
- Oversee and manage the financial platform Xero.
- Bookkeeping is not required, as the company already has a bookkeeper.

Administrative

- Set up new jobs and projects, ensuring proper documentation and organization.
 - Set up and manage project information on the company's cloud server and project management platform.
 - Perform data entry and maintain accurate business records.
 - Manage documents and templates.
- Provide general business and personal administrative support to the directors.

- Training will be provided for the relevant systems and processes.

Marketing (Not Essential but Preferred)

- Oversee and manage marketing activities, including the website and social media.
- Direct execution of marketing activities is not required; these activities may be outsourced to a third-party company, while this role will be responsible for managing and overseeing the work.

Job Requirements

- Fluent and excellent communication in English (speaking and writing) is essential
- Experienced in similar role (2+ years experience) is essential
- The ability to work independently and take initiative is essential
- Confidentiality of information is essential
- Experience with financial platform Xero is strongly preferred
- Experience working for Australian or similar western company is preferred
- Creative experience for marketing is preferred but not essential.

#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