

PR/096360 | Payroll & Insurance Accountant

募集職種

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

求人ID
1619248

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11月10日 11:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

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

We are looking for a Payroll & Insurance Accountant with 3–4 years of experience to join our international company in Vietnam. This role focuses on accurate payroll and SHUI (Social, Health & Unemployment Insurance) and requires English communication with foreign managers.

Responsibilities

- Process monthly payroll (salary, bonus, allowance) accurately and on time.
- Handle SHUI procedures: registration, claims, and monthly reports.
- Ensure compliance with Vietnam Labor Law, PIT, and insurance regulations.
- Prepare payroll and labor reports in English for foreign management.
- (Preferred) Support basic tax matters related to import activities

Requirements

- Bachelor's degree in Accounting, or related field
- Over 3–4 years of experience in Payroll, C&B, or Accounting
- Mandatory: Experience in an FDI or multinational company

- Good knowledge of Labor Law, PIT, and insurance regulations
- English: Good working proficiency
- Able to start work immediately or within a short notice period

About the company

Our client is a Japanese technology company. The company operates in Vietnam as a development and business hub, supporting both local and regional operations.

#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

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会社説明