



PR/094122 | [Japanese/English] HR Leader for Japanese company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1505156

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:33

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION: HR LEADER

LOCATION

Hanoi

COMPANY OVERVIEW

Our client is a Japan's leading company specializing in electrical and mechanical engineering

JOB RESPONSIBILITIES

- Manage payroll, benefits, and employee relations.
- Oversee insurance and personal income tax matters.
- Support policy development on compensation, rewards, and performance evaluation.
- Handle recruitment and HR reporting.
- Manage legal documents for Japanese expat (Visa, Work Permit, etc.).
- Oversee administrative budgets and company assets.
- Other duties as assigned..

JOB REQUIREMENTS

- 2+ years in a supervisory role, with C&B experience in trading companies.
- Strong HR system and computer skills.
- Fluent in Japanese and good English skills.
- Bachelor's degree required..

BENEFITS

- Competitive salary + bonus
- Full salary insurance + health insurance
- Other benefits of following government regulations

Please apply online or feel free to email your Japanese/English resume to trang.hoang@jac-recruitment.com to apply directly. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description