



PR/094077 | Administration staff (Japanese N2)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1509436

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:40

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

COMPANY OVERVIEW

A Japanese company is looking for **Administration staff (Japanese N2)** position.

Location: Ho Chi Minh City

JOB RESPONSIBILITIES

1. Admin

*Accounting related

- Collecting documents/ Create payment requests
- Communication/ Negotiate with the vendor to pay expenses in HCMC

- Communicate with HQ in Tokyo in English and Japanese

***Legal related**

- Coordinate new contracts with HQ (only expense related)

- Sign & stamp control (registration on a listing)

***Office general task:**

- Business travel, Courier, Stationary, Room key, Gift receipt management etc.

- Arrange company car schedule.

- Others requested by GD.

2. IT

- Order electronic devices by request (PC, phone, tablet, etc.)

- Set-up new electronic devices (included printer)

- Check PC problem issue for all members by case.

- Generate regular report requested by Manager/ IT HQ.

- Communicate with IT HQ in Tokyo by Japanese.

- Communicate with vendor.

- Other IT task arise in future.

JOB REQUIREMENTS

- Work experience: **At least 2 years**
- Language: **English (High-level); Japanese (N2).**
- Admin for 17 members in HCMC
- Report to Executive Admin manager.

Apply online or feel free to contact me directly for more information about this opportunity. 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