



PR/094359 | [Japanese speaker] HR-GA Officer for Japanese company - Temporary

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1509544

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:42

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 and Job Overview

Our client is a Japan company specialized in planning and developing real estate.

Job Responsibilities

- Internal coordination of human resources and general affairs-related tasks
- In charge of payroll, benefits, insurance and personal income tax matters.
- Support policy development on compensation, rewards, and performance evaluation.
- Communicate with outsourcing companies
- Manage legal documents for Japanese expat (Visa, Work Permit, etc.).
- Manage HR documents, internal regulations, and workflows
- Handle data entry, file management, and office communications (phone, email, visitors)
- Oversee administrative budgets and company assets.
- Contact with Japan HQ sides (Accountant Depts, HR Depts,...) to make monthly payment for VN and support other matters when needed.
- Support Hai Phong and Ho Chi Minh projects.
- Make weekly, monthly office reports and report to HQ by Japanese (by documents and speaking in the meeting, too)
- Can travel domestically and overseas for work when necessary
- Make quarterly and annual reports as required by Vietnamese departments and ministries

- Check and monitor changes in policies, laws and institutions of Vietnamese departments and ministries
- Other duties as assigned.

Job Requirements

- 2 years experience in human resources and general affairs, preferred in Japanese company
- Knowledge regarding HR system and computer skills.
- Fluent in Japanese (equivalent to N2); English is a plus
- Bachelor's degree required.

Benefits

- Competitive salary
- Full salary insurance + health insurance
- Other benefits of following government regulations
- Working hours: 8h30 – 17h30

##LI-JACVN

Company Description