



PR/094397 | General Affairs - HR Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1509561

Industry

Logistics, Storage

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

Position: General Affairs - HR Staff
Overview

Our client is a Japanese logistics company.

Job Description:

- Responsible for company recruitment activities
- Handle various company-related permits (Business Registration, Work Permits, etc.)
- Manage tasks related to foreign employees (Passports, Visas, Residence Cards, hotel bookings, flight tickets, etc.)
- Manage documents, office supplies, and other administrative records
- Monitor employee attendance, calculate payroll, and prepare reports
- Coordinate with departments to plan and organize company events
- Assist managers with necessary tasks
- Perform other tasks as assigned by the Board of Directors

Requirements:

- Graduated from university or college in economics or related fields
- 3-5 years of experience in HR and administrative roles, preferably in trading companies
- Experience with handling certain permits
- Intermediate or higher level of English proficiency
- Knowledge of Japanese is an advantage

- Energetic, enthusiastic, with good communication skills
- Preference for candidates who can start soon

Benefits:

- Full participation in social and health insurance
- Annual health check-ups
- Company trips
- 13th-month salary bonus

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Company Description