



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

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1513571

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

April 1st, 2025 03:00

### 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

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Company Description