



## PR/094397 | General Affairs - HR Staff

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1513588

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 12:45

### 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 Japanese logistics company

**Job Responsibilities**

- 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

**Job 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
- Preference for candidates who can start soon

#LI-JACVN

