



## PR/094578 | Senior HR for a large Japanese consulting company

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1523180

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

February 25th, 2025 10:14

### 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**

A Japanese consulting firm providing outsourcing services in accounting, tax, payroll, M&A due diligence and valuation and other corporate services.

**JOB RESPONSIBILITIES**

- Supervise task progress, manage junior staff assignments, and ensure client deadlines are met.
- Review client accounting and tax reports, including entries, monthly reports, payrolls, and tax declarations (VAT, PIT, CIT, FCT).
- Communicate with clients to provide advice and address operational issues.
- Coordinate with auditors and tax authorities as needed.
- Perform other duties assigned by senior personnel
- Support reviews, tax audits, and M&A due diligence projects.
- Guide and coach junior staff.

**JOB REQUIREMENTS**

- Bachelor's degree in Accounting, Auditing, Finance, Banking, or Commerce; CPA (or equivalent) is a plus.
- 3–4 years of experience in accounting, auditing, or tax consulting; Big 4 experience is an advantage.

- Strong English communication and reporting skills.
- Proficient in communication, analytical thinking, problem-solving, and teamwork.
- Excellent time and project management skills, with attention to detail and a strong sense of responsibility

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## Company Description