



PR/094594 | L&amp;D Assistant Manager

## Job Information

**Recruiter**
[JAC Recruitment Vietnam Co., Ltd](#)
**Job ID**

1524409

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

March 4th, 2025 11:50

## 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 well-established organization providing legal and governance services for its subsidiaries involved in real estate and project management. The company values precision, teamwork, and long-term employee development.

This position will be based in Hanoi city

**Job Responsibilities**

- Develop policies on allowances, benefits, rewards, and discipline.
- Design salary structures based on market rates, skills, and budgets.
- Create performance evaluation forms for job positions.
- Standardize employee quality and plan training programs.
- Manage PIT, SHUI payments, and compliance.
- Update policies to ensure competitiveness and legal compliance.
- Handle budgeting, reporting, and updates.
- Coordinate with the team and review tasks.

**Job Requirements**

- Bachelor's degree in HR, Business, or related field.
- 5+ years of C&B or HR experience.
- Knowledge of labor laws, PIT, SHUI, and payroll.

- Strong attention to detail and proficiency in Excel.
- Good analytical, communication, and teamwork skills.
- Familiarity with budgeting and compliance.

**Benefits**

- Competitive salary, depending on qualifications and experience.
- Opportunities to lead financial aspects of significant projects.
- Professional growth in a challenging and rewarding environment.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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**Company Description**