



PR/094633 | ADMIN STAFF for a large Japanese real estate company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1528661

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 14:01

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 large Japanese real estate company.

Job Responsibilities
1. Assumption

- Admin for about 20 members in Hanoi
- Report to Head of Admin department and Team Leader of Admin department

2. Admin

- Arrangement of business travel, courier, stationary, room key, business dinner, internal activity, gift receipt management, company car etc.
- Other admin tasks requested by other members
- Communication/ Negotiate with vendors and HQ
- Coordinate contracts with vendors and HQ
- Coordinate sign & stamp
- Collecting documents (contracts, invoices etc.)
- Tasks related to HR/Accounting which physically belongs to Hanoi
- Tasks related to real estate projects

Job Requirements

- University Graduation.
- More than 2 years working as the same position.
- Capability to understand figures.
- Proficiency in English
- Good communication.
- Multitasking skill, time management.
- Adapting to both of Japanese business culture.

Job Benefit

- Working place: Hanoi city.
- Salary: 18-20Mil VND Gross or negotiable based on experience.

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

Company Description