



PR/094594 | L&D Assistant Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1529719

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 12:01

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

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

Company Description