



PR/094077 | Administration staff (Japanese N2)

#### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1505119

#### 業種

不動産仲介・管理

#### 雇用形態

正社員

#### 勤務地

ベトナム

#### 給与

経験考慮の上、応相談

#### 更新日

2024年11月19日 11:32

#### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

#### 募集要項

#### COMPANY OVERVIEW

A Japanese company is looking for **Administration staff (Japanese N2)** position.

Location: Ho Chi Minh City

#### JOB RESPONSIBILITIES

#### 1. Admin

#### \*Accounting related

- Collecting documents/ Create payment requests
- Communication/ Negotiate with the vendor to pay expenses in HCMC

- Communicate with HQ in Tokyo in English and Japanese

**\*Legal related**

- Coordinate new contracts with HQ (only expense related)

- Sign & stamp control (registration on a listing)

**\*Office general task:**

- Business travel, Courier, Stationary, Room key, Gift receipt management etc.

- Arrange company car schedule.

- Others requested by GD.

**2. IT**

- Order electronic devices by request (PC, phone, tablet, etc.)

- Set-up new electronic devices (included printer)

- Check PC problem issue for all members by case.

- Generate regular report requested by Manager/ IT HQ.

- Communicate with IT HQ in Tokyo by Japanese.

- Communicate with vendor.

- Other IT task arise in future.

**JOB REQUIREMENTS**

- Work experience: **At least 2 years**
- Language: **English (High-level); Japanese (N2).**
- Admin for 17 members in HCMC
- Report to Executive Admin manager.

Apply online or feel free to contact me directly for more information about this opportunity. 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

#cityhcm

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会社説明