



PR/094359 | [Japanese speaker] HR-GA Officer for Japanese company - Temporary

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1513571

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12月24日 12:44

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 and Job Overview

Our client is a Japan company specialized in planning and developing real estate.

Job Responsibilities

- Internal coordination of human resources and general affairs-related tasks
- In charge of payroll, benefits, insurance and personal income tax matters.
- Support policy development on compensation, rewards, and performance evaluation.
- Communicate with outsourcing companies
- Manage legal documents for Japanese expat (Visa, Work Permit, etc.).
- Manage HR documents, internal regulations, and workflows
- Handle data entry, file management, and office communications (phone, email, visitors)
- Oversee administrative budgets and company assets.
- Contact with Japan HQ sides (Accountant Depts, HR Depts,...) to make monthly payment for VN and support other matters when needed.
- Support Hai Phong and Ho Chi Minh projects.
- Make weekly, monthly office reports and report to HQ by Japanese (by documents and speaking in the meeting, too)
- Can travel domestically and overseas for work when necessary
- Make quarterly and annual reports as required by Vietnamese departments and ministries

- Check and monitor changes in policies, laws and institutions of Vietnamese departments and ministries
- Other duties as assigned.

Job Requirements

- 2 years experience in human resources and general affairs, preferred in Japanese company
- Knowledge regarding HR system and computer skills.
- Fluent in Japanese (equivalent to N2); English is a plus
- Bachelor's degree required.

Benefits

- Competitive salary
- Full salary insurance + health insurance
- Other benefits of following government regulations
- Working hours: 8h30 – 17h30

##LI-JACVN

会社説明