



PR/094397 | General Affairs - HR Staff

## 募集職種

### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

### 求人ID

1513588

### 業種

物流・倉庫

### 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 12:45

## 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 Japanese logistics company

### Job Responsibilities

- Responsible for company recruitment activities
- Handle various company-related permits (Business Registration, Work Permits, etc.)
- Manage tasks related to foreign employees (Passports, Visas, Residence Cards, hotel bookings, flight tickets, etc.)
- Manage documents, office supplies, and other administrative records
- Monitor employee attendance, calculate payroll, and prepare reports

### Job Requirements

- Graduated from university or college in economics or related fields
- 3-5 years of experience in HR and administrative roles, preferably in trading companies
- Experience with handling certain permits
- Intermediate or higher level of English proficiency
- Preference for candidates who can start soon

#LI-JACVN

