



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

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1533090

#### 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

2025年04月15日 11:36

### 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 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

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会社説明