

JOB ORDER SHEET



Company Information

Company Name	RGF HR Agent Vietnam				
Web Site	https://www.rgf-hragent.asia/en/vietnam				
Company PR Point	- RGF belongs to a very famous group in Japan, Recruit Holdings - All members are friendly and supportive - We have a professional working environment				
Product & Service	Recruitment Services				
Industries	Staffing / Recruiting;				
Established	2011	Owner Type	Japanese Company	Employee	35

Job Details

Position	Assistant to Career Advisor Team				
Duties Responsibility	* Support Vietnamese Career Advisor Team - Filter and create data file using Excel. - Support consultant inputting Candidates profile on internal system and editing resume following CV format. - Support Screening & Calling Candidates to update information - Fill other reports of inflow and Candidate Management - Other tasks as assigned. *Support Japanese consultant (If you have Japanese Skills) - Support Japanese team member inputting Candidate Profiles on internal system and post jobs on Japanese websites.				
Working Address	Centec Tower, 72-74 Nguyen Thi Minh Khai, Vo Thi Sau Ward, District 3, HCMC				
Working Time	8:30 - 17:30				

Salary Information	30,000 VND / Hour, if the total Monthly Salary be more than 2M VND, you will be deducted due to Vietnam Tax Law
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Qualification

Age	20 ~ 22	Gender	Any	# Hiring	3
Requirements	- Gender: Any - Age: 20~22 - Language Skills: English: Intermediate Level (good at read) - Have experience with Microsoft Office: Word and Excel - Joining Date: ASAP - Personality: quick learner and carefully person				

*This job order is created by our consultants based on the information provided by company. We cannot guarantee all terms of employment is the same as above.
Detailed conditions are to be confirmed by applicants upon offer acception.

Last Updated Date: 2023/07/13