

WE'RE HIRING

Administrative Staff

9th October 2024

NIKKEN SEKKEI VIETNAM COMPANY LIMITED ("NSVN") is recruiting an additional administrative staff.

NSVN's parent, Tokyo-based Nikken Sekkei Ltd, is one of the world's largest architectural design firms. NSVN was established as a subsidiary of Nikken Sekkei in August 2023, with its headquarters office in Ho Chi Minh City and a branch office in Hanoi. It currently has a staff of 12, and intends to grow by hiring more architects. The HCMC office currently has one administrative staff, but desires to hire one more. He/she could be a Vietnamese-native with business level Japanese and intermediate level English proficiency, or a Japanese-native with intermediate level English proficiency.

All Candidates are asked to carefully read the following instructions and job descriptions. Please submit all materials by PDF, in English, to NSVN at the following address:

nikken_vn@nikken.jp

- 1) Name
- 2) Self-introduction
- 3) Role that the applicant is applying (senior or junior administrative staff)
- 4) Current gross salary
- 5) Requested gross salary
- 6) Description of career goals/aspirations
- 7) Reasons for applying to NSVN
- 8) How do you think you can contribute to NSVN?
- 9) CV (curriculum vitae), if you can, please use the CV format (Excel for Nikken Sekkei Vietnam) provided on the Nikken Sekkei website. [Career - Group company overseas | NIKKEN SEKKEI LTD](#)
- 10) Copies of Japanese language tests (Optional)
- 11) Copies of any professional certification, such as Certified Public Accountant credential (Optional)
- 12) Maximum two pages (A4 size) for the above 1) thru 8).

1 Job Description

- 1.1 Open positions: Junior administrative staff (with less than 10 years of experience) or Senior administrative staff (with more than 10 years of experience). However, the number of years of experience is not the most decisive factor. Candidate can be a newly graduate so as long as he/she suffices many of the qualities and skills required hereunder.
- 1.2 Hiring condition: Full-time employee

- 1.3 Language skills: As English is the common language at the office, the candidate must be either a:
 - 1.3.1 Native in Japanese with intermediate level English; or
 - 1.3.2 Native in Vietnamese with business-level Japanese and intermediate level English proficiency
- 1.4 Office location: NSVN office in HCMC
- 1.5 Working Hours: 8:00am – 5:00pm, Monday to Friday
- 1.6 Holidays: Saturdays, Sundays, national holidays as per Vietnam labor law, and company holidays at year-end and in August or September, according to Vietnamese business conditions
- 1.7 Monthly Gross Salary guide
 - 1.7.1 Junior Admin Staff: 13,000,000 – 30,000,000 VND per month
 - 1.7.2 Senior Admin Staff: 36,000,000 VND or above per month
 - 1.7.3 Salaries are commensurate with the Candidate's abilities and experience.
 - 1.7.4 Probation period: two months. Remuneration shall be 85% of regular salary during this period.
- 1.8 Allowances/Benefits
 - 1.8.1 Monthly telephone allowance (290,000 VND)
 - 1.8.2 Taxi cards for business use
 - 1.8.3 Subject to financial condition of NSVN, the following opportunities or benefits may be provided:
 - 1.8.3.1 Annual bonus - minimum one month of salary
 - 1.8.3.2 Annual company trip for team-bonding
 - 1.8.4 Yearly salary review

2 Career Paths offered

2.1 A long-term relationship

The new staff that we are seeking, whether junior or senior, would be involved in the management of our business in Vietnam. We are investing to hire a person who would be eager to work with us for a long period of time, to broaden his/her skillsets, to be proactively contributing to improvement of our business performance. For instance, a junior staff may initially be asked to perform routine work accurately and promptly. But as he/she gains more experience, he/she will be asked to do more strategic work relevant to business operation, such as proposing amendments to existing company policies and systems, proposing strategic hires to match the business, finding means to use external resources for more efficiency. He/she might be asked to assist with obtaining required approvals to invest in or form a strategic alliance with a local design firm or university. He/she may be asked to lead the company's public relations in Vietnam. So, the work that the new staff would be engaged in could be highly creative, not just completing daily tasks.

2.2 Position as a Director

There is a path for every employee at NSVN to move up the ladder and be ultimately promoted to a Director.

As seen in other overseas subsidiaries of Nikken Sekkei, there are actually administrative staff that has become 2IC's to the General Director. We are very happy to encourage a locally hired qualified staff, who is motivated, competent, engaged, and loyal to our firm to pursue such an exciting career path at Nikken Sekkei Vietnam.

3 Required Skills & Knowledge

The successful Candidate will be expected to work as an Admin staff (junior or senior) to support other staff, who are primarily architects and urban planners, of NSVN.

General requirements - Both Senior and Junior staff should be able to:

- 3.1 Have a broad and basic knowledge of labor-related laws, compliance, human resources, organizational management, financial control, accounting, etc., and the ability to apply this knowledge to business operations;
- 3.2 Understand and apply relevant Nikken Sekkei and NSVN policies to daily operations; Be able to communicate in Japanese both in writing and orally with the persons in charge at the Nikken Sekkei Tokyo head office, and respond to their instructions, questions and advice.

In addition to the above, a Junior staff's work will include the following:

- 3.3 Prepare and process administrative documents such as vendors' Payment Requests, Vendor Contracts, Expense claims, VAT invoices, summary of payment,
- 3.4 Prepare monthly summaries for payment of staff salary, check against timesheets of each staff;
- 3.5 Prepare and process administrative documents including Employment Contracts;
- 3.6 Administer Project costs; Summarize time and cost spent by each staff per Project against budgeted fee;
- 3.7 Draft financial documents and minutes of meeting for approval of the monthly Board Meetings;
- 3.8 Answer queries from accounting consultants and auditors regarding contracts and payments;
- 3.9 Maintain the office environment tidy and efficient; Contact the landlord or vendors on any building management, cleaning, security, or maintenance issues;
- 3.10 Order business cards, stationery, drinking water, postal mail, courier mail;
- 3.11 Assist in business trips of executives and staff from Japan and clients including airport pickup and drop off, booking hotels, restaurants, etc.
- 3.12 Support secondees from Nikken Sekkei Head Office, including obtaining visas;
- 3.13 Forward key notifications from the Head Office to the NSVN staff, and ensure they are being observed.

In addition to the above, a Senior staff's work will include the following:

- 3.14 Prepare concise minutes of key meetings (Board Meetings; Auditor's Meeting) in Japanese;
- 3.15 Periodically send an update to the Nikken Sekkei Head Office on key administrative issues;

- 3.16 Prepare cash flow projections,
- 3.17 Prepare Project Budget vs. Project cost summary for any event, initiative, publication, training;
- 3.18 Draft revisions to the company policies to match the requirements of the latest laws and regulations, head office policy, etc.
- 3.19 Prepare summaries for VAT, CIT, PIT payments on a quarterly basis; including communicating to external consultants and reviewing the draft reports from the consultants
- 3.20 Administer Project costs; Summarize time and cost spent by each staff per Project against budgeted fee;
- 3.21 Prepare financial documents and minutes of meeting for approval of the monthly Board Meetings;
- 3.22 Prepare Labor Reports and submit online to HCMC Labor Department (twice a year)
- 3.23 Confirm Annual Investment Report prepared by Accounting consultant
- 3.24 Answer queries from auditing consultants regarding contracts and payments (once a year);
- 3.25 Liaise with Nikken Sekkei Human Resources team on new hires, exits, and secondments

4 Application Requirements

- 4.1 Gender: NSVN does not discriminate between male and female applicants.
- 4.2 Minimum education: bachelor's degree (or equivalent)
- 4.3 Job experience in business administration, financial control, accounting, human resources, corporate strategy:
 - * Junior Admin Staff: less than 10 years.
 - * Senior Admin Staff: at least 10 years, preferably including working at a local subsidiary of a Japan-based firm, or studying/working in Japan.
 - * Internship experience cannot be included as work experience.
- 4.4 Japanese language proficiency:
 - * Business-level Japanese skill or equivalent. Japanese is required for communicating with the managers and staff at the Nikken Sekkei Tokyo headquarters.
- 4.5 Knowledge of many of the following:
 - * Labor Law and other laws, regulations, and systems about employment;
 - * Compliance-related laws and regulations
 - * Human resource management
 - * Accounting and bookkeeping
 - * Copyrights for publications and photographs, copyright handling, and confidentiality agreements
 - * Office security management,
 - * Confidentiality management
 - * License management relevant to conducting business required / anticipated to be undertaken by NSVN

- 4.6 Proficiency in using software including:
 - * M365 suite (Microsoft Word, Excel, PowerPoint, Teams, SharePoint) especially with Microsoft Excel; Acrobat Professional
 - * Accounting software
 - * Filing on shared server (e.g. BOX; OneDrive)
- 4.7 Personality/Demeanor:
 - * Good communication skills
 - * Self-motivating character
 - * Well-mannered (polite, friendly, honest, accurate and punctual)
- 4.8 Disqualifying conditions:
 - * Tattoos
 - * Criminal convictions
 - * Designation as a suspect in a criminal investigation
 - * Organized crime or anti-social force membership and/or affiliation
 - * Other non-compliance to laws or corporate regulations, such as confiding confidential information of clients, customers, etc.

5 Interview Process

- 5.1 Candidate selection: applicants will be selected as interview Candidates following initial NSVN screening.
- 5.2 Interview method:
 - 1st round - face-to-face, or via web conference, with NSVN staff, NSVN General Director, Nikken Sekkei Tokyo staff, and
 - 2nd round – a quick test to check proficiency in using Microsoft Excel and understanding instructions orally given in Japanese.
 - The 1st round interview and 2nd round interview may be combined.
- 5.3 Interview location: NSVN Ho Chi Minh City Office
- 5.4 Interview language(s): mainly Japanese; a few questions will be asked in English
- 5.5 Evaluation criteria:
 - * Experience in and knowledge of financial / accounting work
 - * Proficiency in communicating in Japanese
 - * Proficiency and accuracy in the use of Microsoft Excel
 - * Knowledge of Nikken Sekkei Vietnam as a professional service firm
 - * Career aspirations
 - * General character and personal demeanor of the candidate

6 Employment Starting Date

- 6.1 NSVN shall propose the Candidate's earliest starting date of work during the interview process. However, the actual starting date will be determined by NSVN.