



Job Description

## JOB RESPONSIBILITIES

- As the BrSE/PMO Assistant, work directly with Japanese clients, consult with them regarding the project needs

- Coordinate all communication including reports, email contacts, meetings, etc between the Vietnamese developer team and Japanese client team

- Support developer team when necessary, including troubleshoot and other issues resolvement consulting throughout the project

- Other tasks to support the PM and PL's work

## JOB REQUIREMENTS

- Fluent in Japanese all 4 skills (listening, speaking, reading, writing), ideally N2 level and above
- Has past experience as the BrSE experience supporting the Developer team (>=1 year is applicable)
- Speed, flexibility, sense of responsibility, and strong communication skills
- Experience working with Japanese clients in the past is preferred

## JOB BENEFITS

- Salary: From \$1500-2500 (Gross), depending on the candidate's experience- Bonus: Twice a year Allowance including commutation, lunch, JLPT (Japanese test), programming test
- Company trip, annual health check support
- 100% salary from probation period
- VBI health insurance support if Candidate stays at the company for 3 years and above
- Working hours from 8:30 ~17:30 (Mon Fri), NO weekend shifts, 120 days off per year
- Over-time payment and other bonuses based on overall salary/achievement
- Teambuilding, birthday celebration activities

**Company Description**