



JAC Recruitment

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Vietnam



Assistant Manager (PR/093789)

Assistant for Japanese Manager.

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1486972

Industry

Electric Power, Gas, Water

Company Type

International Company

Job Type

Permanent Full-time

Location

Vietnam, Hanoi

Salary

Negotiable, based on experience

Refreshed

October 14th, 2024 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Other Language

Vietnamese - Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is a Japanese company in energy field

JOB RESPONSIBILITIES

- The staff will work as an Assistant for Japanese Manager.
- Interpretation and translation from Japanese to Vietnamese or English and versa.
- Play as a sales assistant, arrange, and attend the meeting with customers with Japanese Manager, prepare for accounting report to head quarter in Japan.

- Arrange for travels and accompany business trips in Vietnam.
 - Good communication, smoothly working with other branches and head quarter in Japan.
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Required Skills

JOB REQUIREMENTS

- University Graduation.
 - More than 2 years working as the same position.
 - Capability to understand figures.
 - Having interpretation, translation capability between Japanese & Vietnamese and between English & Vietnamese.
- Japanese: Japanese (JLPT N2, N1), English: TOEIC score (more than 700).
- Good communication.
 - Multitasking skill, time management.
 - Adapting to both of Japanese business culture.

JOB BENEFITS

- Working place: Hanoi city.
 - Salary: 30-35 Mil VND Gross or negotiable based on experience.
 - Allowance: business trip and so on (depending on performance of employee and the company)
 - Allowance for domestic/overseas business trip.
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Company Description