CareerCross

JAC Recruitment — We are recruitment specialists around the globe — Vietnam

ASSISTANT MANAGER (PR/093744)

Japanese (JLPT N2, N1), English

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1487024

Industry
Other (Medical, Pharmaceutical)

Company Type
International Company

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
October 15th, 2024 06:00

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
Permission to work in Japan required

Job Description

COMPANY OVERVIEW
Our client is a Japanese company developing and supplying products that always take the current state of medical care and nursing care.

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.

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.

Company Description