



PR/094210 | [Welcome fresher] Legal Secretary for Japanese law firm in Hanoi

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1509475

Industry

Legal

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:41

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

LOCATION POSITION

LEGAL SECRETARY (Temp)

LOCATION

HA NOI

COMPANY OVERVIEW

Our client is a Japanese law firm company

JOB RESPONSIBILITIES

- Arranging and booking meeting room, air ticket, restaurant for business purpose
- General secretarial tasks as assigned
- Arranging and managing Company car schedule and driver
- Preparing and translating necessary document as required
- Arranging and coordinating internal and external meeting for lawyers

JOB REQUIREMENTS

- Cooperative attitude to other secretaries
- Good at English skills

- Bachelor degree

BENEFITS

- Attractive salary
- Social insurance according to VN labour law

Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description