



PR/094041 | General Affairs Officer (Foreign Bank)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513470

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 12:40

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

COMPANY OVERVIEW

JAC's client is a foreign bank based in Hanoi.

JOB RESPONSIBILITIES

- To act as interpreter/translator from English to Vietnamese and vice versa for the business alignment with the bank's partner;
- To communicate relevant sections of the bank's partner for reporting on the business alignment with the bank's partner and the bank
- To handle the necessity arrangement as an administrative staff for above business alignment;
- Business planning support for retail segment such market research, interview with professionals and discuss with relevant sections of the bank's partner.

JOB REQUIREMENTS

- University degree in Economic, Banking, Finance or related fields
- Fluent in Vietnamese and English (oral & written)
- Working experience in banking, especially in foreign banks is preferable (newly graduated person is also acceptable). Retail business planning experience is preferable.
- Strong interpersonal and communication skills; sense of teamwork, responsibility, initiative, hardworking.

Apply online or feel free to contact me directly for more information about this opportunity. 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