



## 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**

January 21st, 2025 17:00

### 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.

#LI-JACVN  
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## Company Description