



PR/094042 | [EN] Assistant for a reputable Japanese bank

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513471

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 08:00

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

LOCATION

In Hanoi

COMPANY OVERVIEW

Our client is a Japanese bank

JOB RESPONSIBILITIES

- Act as an interpreter and translator from English to Vietnamese and vice versa for business alignment with our partner.
- Communicate with relevant sections for reporting on the business alignment.
- Handle necessary administrative arrangements for the above business alignment.
- Support business planning for the retail segment, including market research, professional interviews, and discussions

with relevant sections.

JOB REQUIREMENTS

- Degree in Economics, Banking, Finance, or related fields.
- Languages: Fluent in English (both oral and written). Candidates with work experience in foreign companies or Japan are preferred.
- Preferably with experience in banking, especially in foreign. Experience in retail business planning is an advantage.
- Skills: Strong interpersonal and communication skills, teamwork, responsibility, initiative, and the ability to work under pressure. Excellent computer skills, especially in office software.
- Additional Preferences: Being fluent in Japanese is an advantage

BENEFITS

- Professional working environment.
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Company Description