



PR/094043 | [EN / JP] Assistant to GD for a reputable Japanese trading company in Bac Ninh

## Job Information

### Recruiter

JAC Recruitment Vietnam Co., Ltd

### Job ID

1513472

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

Vietnam

### Salary

Negotiable, based on experience

### Refreshed

March 4th, 2025 04:00

## 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

Bac Ninh (have company car)

### COMPANY OVERVIEW

Our client is a reputable Japanese trading company

### 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.

### JOB REQUIREMENTS

- University Graduation.
- More than 5 years working as the same position, prefer who worked in trading and manufacturing companies

- Capability to understand figures.
- Having interpretation, translation capability between Japanese & Vietnamese and between English & Vietnamese.  
Japanese: Japanese (JLPT, N1), English: TOEIC score (more than 700).
- Good communication.
- Multitasking skill, time management.
- Adapting to both of Japanese business culture.

**JOB BENEFITS**

- Salary: Up to 1800USD Gross or negotiable based on experience.
- Bonus: up to 4 months of salary per year
- Allowance: business trip and so on (depending on performance of employee and the company)
- Working time: Mondays to Fridays – 8am to 5pm

Apply online or feel free to contact us directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN  
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Company Description