PR/094362 | Executive Assistant with Expertise in UI / UX Design

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1513574

Industry
Digital Marketing

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
January 7th, 2025 06:00

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 and job overview
Our client is looking for an Executive Assistant skilled in UI/UX design to support our team in Hoi An.

Job Responsibilities
- **Front-End Design & Development:** Assist with designing and developing features and functions for the Shopify website.
- **Shopify Apps:** Work with our Shopify apps on various projects and initiatives.
- **Content & UI/UX Design:** Design content for the website and create UI/UX designs for new applications and features.

Job Requirements
- **E-commerce Expertise:** Experience with Shopify or other e-commerce platforms.
- **UI/UX Design:** Proficient in UI/UX design principles.
- **Time Management:** Excellent time management and the ability to work independently with limited oversight.
- **English Communication:** Proficiency in English when communicating with an English-speaking manager.
- **Adobe Suite:** Expertise in Adobe products, primarily Photoshop and Lightroom.

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