



PR/094408 | [Japanese / English Speaking] Project Assistant for branded IT Company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513595

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 20:00

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

A global leader in providing data solutions and services to multi-disciplinary clients
This position will be based in Hanoi city

Job Responsibilities

- Train new team members effectively.
- Support project managers in delivering projects and managing performance.
- Perform additional tasks as assigned by the supervisor.
- Propose and implement KPIs and incentives to motivate the team.
- Assist in analyzing project requirements, planning, and implementation.
- Develop quality assurance solutions to ensure high-quality project delivery.

Job Requirements

- Ability to work independently.
- Proficiency in Japanese (equal to JLPT N1) and English
- Strong logical thinking, attention to detail, and diligence.
- Effective communication with clients and senior stakeholders.
- High sense of responsibility, meticulousness, and willingness to work on-site.

- Capability to plan, manage a team, and resolve issues.
- Proficiency in Microsoft Office

Benefits

- Competitive salary + monthly KPI bonus, depending on qualifications and experience.
- Opportunities to lead aspects of significant projects.
- Professional growth in a challenging and rewarding internaional environment.
- Full salary during the 2-month probation period.
- Working hours: 8:00 AM – 5:00 PM

Company Description