



## 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**

March 4th, 2025 03:00

### 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 international environment.
- Full salary during the 2-month probation period.
- Working hours: 8:00 AM – 5:00 PM

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Company Description