



## PR/094554 | Admin cum Interpreter (Japanese Speaking)

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1522203

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

February 18th, 2025 10:32

### 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

#### OVERVIEW

Our client is a leading provider of **high-performance adhesive tape solutions** for industries such as **smartphones, displays, home appliances, and automobiles**. With a strong focus on **innovation and quality**, they continuously invest in **R&D** and maintain **strict quality control** to deliver the best solutions.

#### Responsibilities

- Support administrative tasks, office management, and document filing.
- Schedule and arrange meetings, business trips, and appointments for Japanese managers.
- Prepare internal reports as required by management.
- Assist with HR tasks such as recruitment, training, and attendance tracking.
- Support legal procedures, contracts, and documents related to company operations.
- Interpret (Japanese – Vietnamese, Vietnamese – Japanese) in meetings, seminars, and business discussions.
- Translate documents, emails, and reports from Japanese to Vietnamese and vice versa.
- Facilitate communication between Vietnamese employees and Japanese management.
- Attend meetings with Japanese clients or partners to support communication.

### Requirements

- **Japanese proficiency:** N2 or above.
- Bachelor's degree in Japanese Language, Business Administration, Administration, or related fields.
- At least **1-2 years of experience** in administration or interpretation.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong communication, organizational, and time management skills.
- Detail-oriented, responsible, and able to work under pressure.

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### Company Description