



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094564 | Translator cum Secretary

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1523176

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 18:00

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 a company in Food industry from

Job Responsibilities

- Translate documents, correspondence, contracts, and reports between Vietnamese and Japanese.
- Provide translation for official company communications and documents.
- Assist in interpreting for meetings, conferences, presentations, and negotiations.
- Manage schedules, travel arrangements, emails, phone calls, and other communications.
- Draft, proofread, and organize documents, presentations, and reports.

- Maintain filing systems for electronic and physical documents.
- Provide general administrative support to management.
- Handle staff claims and collaborate on administrative, accounting, and logistic matters.

Job Requirements

- 3-5 years of experience in a translation or secretarial role, focusing on Vietnamese and Japanese (English is a plus).
- Having JLPT (English is a plus).
- Proven experience in translation and interpretation.
- Proficiency in Microsoft Office Suite.
- Attention to detail and accuracy.

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Company Description