



## 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**

February 25th, 2025 10:14

### 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.

#LI-JACVN

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Company Description