



PR/094580 | Coordinator

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1523182

Industry

Other (Trade)

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 non-profit organization from Japan

Job Responsibilities

- Coordinate with Vietnamese government agencies and local authorities
- Organize and manage seminars and events, including venue arrangements, contracts, and participant management
- Translate and interpret for meetings, conferences, and official documents
- Manage communication and relationships with Vietnamese media and other organizations

- Handle administrative tasks such as visitor reception and correspondence

Job Requirements

- Japanese proficiency (N1 level or higher)
- Basic business English skills
- At least 5 years of professional experience
- Experience working in a Japanese company is preferred
- Strong organizational and communication skills
- Experience in event planning and coordination is a plus

#LI-JACVN

Company Description