



JAC Recruitment

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Vietnam



## PR/094607 | Interpreter & Assistant to Executive Director

### Job Information

**Recruiter**[JAC Recruitment Vietnam Co., Ltd](#)**Job ID**

1525528

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

April 22nd, 2025 08:01

### 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 OVERVIEW

A leading Japanese corporation specializing in food manufacturing and distribution. The company is committed to providing high-quality products and services while maintaining strong partnerships with local and international stakeholders.

#### JOB RESPONSIBILITIES

##### Interpreter & Assistant to Executive Director

##### Interpretation Tasks:

- Provide accurate translations of written materials and verbal communications.
- Interpret for the Executive Director in meetings, daily tasks, and business negotiations.

- Ensure completion of activity logs, memos, and work-related reports.
- Maintain professionalism and adhere to ethical standards.

**Assistant Tasks:**

- Support administrative services to ensure smooth daily operations for the Executive Director.
- Organize and manage schedules, including logistical arrangements (transportation, accommodation, visas, etc.).
- Review and screen documents before submitting them for approval.
- Act as a communication bridge, relaying messages between the Executive Director and other departments.
- Collaborate with relevant departments to complete tasks and resolve issues.
- Prepare reports, presentations, and speeches as required.
- Assist in company activities and other assigned tasks.

**JOB REQUIREMENTS**

- Bachelor's degree in Business Administration or a related field.
- Japanese proficiency (N2 or N1 level).
- Business-level English communication skills.
- Minimum of 2 years of experience in a similar position.
- Experience in back-office operations such as Finance, Accounting, HR, Administration, or Compliance.
- Strong analytical, reporting, and critical thinking skills.
- Excellent communication and presentation skills.
- Ability to work under pressure and meet tight deadlines.

**BENEFITS**

- Work location: Hanoi Office with business trips to Thai Nguyen.
- Competitive salary, negotiable based on experience.
- Full benefits in accordance with Vietnamese labor law.
- Social, health, and unemployment insurance provided.
- 24/7 accident insurance package.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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