



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



Assistant Manager (PR/093789)

a Japanese company in energy field

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1486972

業種

その他（インフラ）

会社の種類

外資系企業

雇用形態

正社員

勤務地

ベトナム, Hanoi

給与

経験考慮の上、応相談

更新日

2024年07月22日 17:50

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

その他言語

ベトナム語 - ビジネス会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW

Our client is a Japanese company in energy field

JOB RESPONSIBILITIES

- The staff will work as an Assistant for Japanese Manager.
- Interpretation and translation from Japanese to Vietnamese or English and versa.
- Play as a sales assistant, arrange, and attend the meeting with customers with Japanese Manager, prepare for accounting report to head quarter in Japan.

- Arrange for travels and accompany business trips in Vietnam.
 - Good communication, smoothly working with other branches and head quarter in Japan.
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スキル・資格

JOB REQUIREMENTS

- University Graduation.
 - More than 2 years working as the same position.
 - Capability to understand figures.
 - Having interpretation, translation capability between Japanese & Vietnamese and between English & Vietnamese.
- Japanese: Japanese (JLPT N2, N1), English: TOEIC score (more than 700).
- Good communication.
 - Multitasking skill, time management.
 - Adapting to both of Japanese business culture.

JOB BENEFITS

- Working place: Hanoi city.
 - Salary: 30-35 Mil VND Gross or negotiable based on experience.
 - Allowance: business trip and so on (depending on performance of employee and the company)
 - Allowance for domestic/overseas business trip.
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会社説明