



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



## Assistant Manager (PR/093789)

## Assistant for Japanese Manager.

## 募集職種

## 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

## 求人ID

1486972

## 業種

電力・ガス・水道

## 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11月11日 04:00

## 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