



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



## PR/094041 | General Affairs Officer (Foreign Bank)

## 募集職種

## 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

## 求人ID

1505093

## 業種

銀行・信託銀行・信用金庫

## 雇用形態

正社員

## 勤務地

ベトナム

## 給与

経験考慮の上、応相談

## 更新日

2024年11月19日 11:31

## 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

## 最終学歴

短大卒：準学士号

## 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

JAC's client is a foreign bank based in Hanoi.

## JOB RESPONSIBILITIES

- To act as interpreter/translator from English to Vietnamese and vice versa for the business alignment with the bank's partner;
- To communicate relevant sections of the bank's partner for reporting on the business alignment with the bank's partner and the bank
- To handle the necessity arrangement as an administrative staff for above business alignment;
- Business planning support for retail segment such market research, interview with professionals and discuss with relevant sections of the bank's partner.

## JOB REQUIREMENTS

- University degree in Economic, Banking, Finance or related fields
- Fluent in Vietnamese and English (oral & written)
- Working experience in banking, especially in foreign banks is preferable (newly graduated person is also acceptable). Retail business planning experience is preferable.
- Strong interpersonal and communication skills; sense of teamwork, responsibility, initiative, hardworking.

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 you that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN  
#cityhn

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会社説明