



JAC Recruitment

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Vietnam

**PR/094339 | [English speaker] Researcher / Senior Officer for Japanese Cooperation Hanoi****募集職種****人材紹介会社**

JAC Recruitment Vietnam Co., Ltd

**求人ID**

1506681

**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26日 11:16

**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 and Job Overview**

A Japanese Cooperation Hanoi Representative Office is looking for a Researcher/ Senior Officer

**Job Responsibilities**

Liaison Role: Serve as a core liaison with the Vietnamese government and state-owned enterprises, ensuring smooth communication and relationship management.

Client Understanding: Stand at the forefront to understand client organizations' true intentions, sentiments, and backgrounds, providing accurate feedback, advice, and recommendations to the team.

Information Requests: Respond promptly to information requests from headquarters related to project formation and existing loans, coordinating with local counterparts for accurate data.

Meeting Coordination: Arrange and coordinate meeting schedules and locations, ensuring all logistical aspects are managed efficiently.

Communication Preparation: Prepare necessary letters and follow-up communications to maintain clear and effective communication channels.

Interpretation Services: Provide English-Vietnamese interpretation during meetings, ensuring accurate translation of nuanced meanings and politically correct phrasing when possible.

High-Level Meeting Coordination: Organize and coordinate high-level meetings between senior management and top Vietnamese government officials (Prime Minister, Ministers, Vice Ministers).

Information Collection: Collect and analyze daily news and updates from various sources, including open sources and non-public information obtained through personal connections.

Insightful Reporting: Provide high-value insights on incidents, their backgrounds, and future implications to inform strategic decisions.

Political Updates: Monitor and report on updates regarding key Vietnamese government officials, including their relocation and changes in stance.

Regulatory Trends: Track and analyze trends in Vietnamese electricity regulations and international responses, providing detailed reports.

Research Requests: Respond to research requests from expatriates on various topics such as politics, economy, industry, and energy, ensuring comprehensive and timely responses.

Administrative Tasks: Prepare and submit regular activity reports, update licenses, and coordinate with private consulting firms for research reports, meeting arrangements, and contract renewals.

#### Job Requirements

Advanced English Proficiency

Experience with Vietnamese Government

Knowledge of politics, electricity, and energy.

Understanding of Japanese organizational and corporate culture.

Possess dignity to act for Japan-Vietnam cooperation beyond personal interests, gain trust, and build long-term relationships.

Professional mindset: Proactively collects, analyzes, and shares information within their area of responsibility.

##LI-JACVN

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会社説明