



PR/094210 | [Welcome fresher] Legal Secretary for Japanese law firm in Hanoi

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1509475

業種

法律事務所

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12月11日 15:41

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

LOCATION POSITION

LEGAL SECRETARY (Temp)

LOCATION

HA NOI

COMPANY OVERVIEW

Our client is a Japanese law firm company

JOB RESPONSIBILITIES

- Arranging and booking meeting room, air ticket, restaurant for business purpose
- General secretarial tasks as assigned
- Arranging and managing Company car schedule and driver
- Preparing and translating necessary document as required
- Arranging and coordinating internal and external meeting for lawyers

JOB REQUIREMENTS

- Cooperative attitude to other secretaries
- Good at English skills

- Bachelor degree

BENEFITS

- Attractive salary
- Social insurance according to VN labour law

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

会社説明