



## PR/094043 | [EN / JP] Assistant to GD for a reputable Japanese trading company in Bac Ninh

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1513472

#### 業種

その他（メーカー）

#### 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

2025年03月04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

#### 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

Bac Ninh (have company car)

#### COMPANY OVERVIEW

Our client is a reputable Japanese trading company

#### 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.

#### JOB REQUIREMENTS

- University Graduation.
- More than 5 years working as the same position, prefer who worked in trading and manufacturing companies

- Capability to understand figures.
- Having interpretation, translation capability between Japanese & Vietnamese and between English & Vietnamese.  
Japanese: Japanese (JLPT, N1), English: TOEIC score (more than 700).
- Good communication.
- Multitasking skill, time management.
- Adapting to both of Japanese business culture.

**JOB BENEFITS**

- Salary: Up to 1800USD Gross or negotiable based on experience.
- Bonus: up to 4 months of salary per year
- Allowance: business trip and so on (depending on performance of employee and the company)
- Working time: Mondays to Fridays – 8am to 5pm

Apply online or feel free to contact us directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN  
#CityHanoi

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会社説明