CareerCross by JAC Recruitment

JAC Recruitment
We are recruitment specialists around the globe
Vietnam

PR/094372 | Executive Assistant (JLPT N1)

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1513579

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04月15日 20:00

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

COMPANY OVERVIEW
Almost 100% of our client is Japanese company.
We are looking applications from independent and highly motivated candidates for the position of **Executive Assistant (JLPT N1)** in our Ho Chi Minh office.

JOB RESPONSIBILITIES

- Accurately translate verbally at official meetings, working sessions.
- Arrange the meeting, conference, teleconference; organizing, preparing agendas and taking meeting minutes, transmit the President's direction and expectations in writing to involved departments
- Drafting clear, accurate, correspondence, presentation, remarks, reports and other documents from brief instructions
- Providing secretarial and administrative support to President in daily operations
- Prepare and/ or joint in business schedules for President's business trips
- Other tasks shall be assigned by President.

JOB REQUIREMENTS

- Bachelor or College degree.

- Have a least 4 years of working experiences.

- Proficient in Japanese (N1 Degree) & English (equivalent to or higher than IELTS 6.5)

- Good at using MS Office

- Have interpersonal abilities and be able to react quickly.

- Be able to work under pressure and good cooperation.

- Careful, dynamic, hard-working, self-confident.

Benefit:

- Salary: ~ 35 Mil VND Gross
- Bonus 13th salary and depend on working result
- Working hour: Mon - Fri
- Annual leave
- Allowances: Phone, Gasoline, Lunch
- Social, Medical, Unemployment insurance on full salary
- Training opportunities
- Annual healthcare check-up

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

会社説明