



PR/094408 | [Japanese / English Speaking] Project Assistant for branded IT Company

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1513595

業種

ITコンサルティング

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 03:00

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 and Job Overview

A global leader in providing data solutions and services to multi-disciplinary clients
This position will be based in Hanoi city

Job Responsibilities

- Train new team members effectively.
- Support project managers in delivering projects and managing performance.
- Perform additional tasks as assigned by the supervisor.
- Propose and implement KPIs and incentives to motivate the team.
- Assist in analyzing project requirements, planning, and implementation.
- Develop quality assurance solutions to ensure high-quality project delivery.

Job Requirements

- Ability to work independently.
- Proficiency in Japanese (equal to JLPT N1) and English
- Strong logical thinking, attention to detail, and diligence.
- Effective communication with clients and senior stakeholders.
- High sense of responsibility, meticulousness, and willingness to work on-site.

- Capability to plan, manage a team, and resolve issues.
- Proficiency in Microsoft Office

Benefits

- Competitive salary + monthly KPI bonus, depending on qualifications and experience.
- Opportunities to lead aspects of significant projects.
- Professional growth in a challenging and rewarding international environment.
- Full salary during the 2-month probation period.
- Working hours: 8:00 AM – 5:00 PM

会社説明