



## PR/094554 | Admin cum Interpreter (Japanese Speaking)

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1522203

#### 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02月18日 10:32

### 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

#### OVERVIEW

Our client is a leading provider of **high-performance adhesive tape solutions** for industries such as **smartphones, displays, home appliances, and automobiles**. With a strong focus on **innovation and quality**, they continuously invest in **R&D** and maintain **strict quality control** to deliver the best solutions.

#### Responsibilities

- Support administrative tasks, office management, and document filing.
- Schedule and arrange meetings, business trips, and appointments for Japanese managers.
- Prepare internal reports as required by management.
- Assist with HR tasks such as recruitment, training, and attendance tracking.
- Support legal procedures, contracts, and documents related to company operations.
- Interpret (Japanese – Vietnamese, Vietnamese – Japanese) in meetings, seminars, and business discussions.
- Translate documents, emails, and reports from Japanese to Vietnamese and vice versa.
- Facilitate communication between Vietnamese employees and Japanese management.
- Attend meetings with Japanese clients or partners to support communication.

### Requirements

- **Japanese proficiency:** N2 or above.
- Bachelor's degree in Japanese Language, Business Administration, Administration, or related fields.
- At least **1-2 years of experience** in administration or interpretation.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong communication, organizational, and time management skills.
- Detail-oriented, responsible, and able to work under pressure.

---

会社説明