



PR/094580 | Coordinator

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1523182

業種

その他（商社）

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22日 19:00

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

Our client is a non-profit organization from Japan

Job Responsibilities

- Coordinate with Vietnamese government agencies and local authorities
- Organize and manage seminars and events, including venue arrangements, contracts, and participant management
- Translate and interpret for meetings, conferences, and official documents
- Manage communication and relationships with Vietnamese media and other organizations

- Handle administrative tasks such as visitor reception and correspondence

Job Requirements

- Japanese proficiency (N1 level or higher)
- Basic business English skills
- At least 5 years of professional experience
- Experience working in a Japanese company is preferred
- Strong organizational and communication skills
- Experience in event planning and coordination is a plus

#LI-JACVN

会社説明