



PR/094607 | Interpreter & Assistant to Executive Director

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1525528

業種

小売

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 08:01

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

A leading Japanese corporation specializing in food manufacturing and distribution. The company is committed to providing high-quality products and services while maintaining strong partnerships with local and international stakeholders.

JOB RESPONSIBILITIES

Interpreter & Assistant to Executive Director

Interpretation Tasks:

- Provide accurate translations of written materials and verbal communications.
- Interpret for the Executive Director in meetings, daily tasks, and business negotiations.

- Ensure completion of activity logs, memos, and work-related reports.
- Maintain professionalism and adhere to ethical standards.

Assistant Tasks:

- Support administrative services to ensure smooth daily operations for the Executive Director.
- Organize and manage schedules, including logistical arrangements (transportation, accommodation, visas, etc.).
- Review and screen documents before submitting them for approval.
- Act as a communication bridge, relaying messages between the Executive Director and other departments.
- Collaborate with relevant departments to complete tasks and resolve issues.
- Prepare reports, presentations, and speeches as required.
- Assist in company activities and other assigned tasks.

JOB REQUIREMENTS

- Bachelor's degree in Business Administration or a related field.
- Japanese proficiency (N2 or N1 level).
- Business-level English communication skills.
- Minimum of 2 years of experience in a similar position.
- Experience in back-office operations such as Finance, Accounting, HR, Administration, or Compliance.
- Strong analytical, reporting, and critical thinking skills.
- Excellent communication and presentation skills.
- Ability to work under pressure and meet tight deadlines.

BENEFITS

- Work location: Hanoi Office with business trips to Thai Nguyen.
- Competitive salary, negotiable based on experience.
- Full benefits in accordance with Vietnamese labor law.
- Social, health, and unemployment insurance provided.
- 24/7 accident insurance package.

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.

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