



JAC Recruitment

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Vietnam



## PR/094811 | Project Coordinator speaking Japanese for a reputable Japanese IT company

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1539330

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

May 13th, 2025 10:39

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Company and Job Overview**

A reputable Japanese IT company

**Job Responsibilities**

- Execute online surveys on the platforms based on project specifications provided by the Sales team, including survey creation, sampling, data collection, processing, and reporting.
- Review GR/CX questionnaires to identify issues and evaluate feasibility.
- Liaise with vendors and negotiate costs for sampling.
- Coordinate translation tasks with translators and proofreaders to ensure accuracy.
- Collaborate with IT and Sales teams to address project related issues, ensuring timelines and quality standards are met.
- Schedule, adjust, and communicate directly with clients for GR/CX projects via email.
- Support other IT related operational tasks as needed.

- Manage community interactions, including user/panelist communication and incentive support.

### Job Requirements

- Fluent in Japanese and English
- 3–5 years working in a Japanese environment, preferably in Japan.
- Experience in managing projects, coordinating tasks, and working with clients.
- Proficient in MS Excel, basic PC skills.
- Preferred:
  - Experience in Market Research.
  - Basic knowledge of JavaScript customization.

### Job Benefit

- Expected salary: 800 - 1100\$ gross
- Probation period: 2 months
- Salary review: Yearly
- Bonus: yearly, based on the company, team performance
- Employment benefits and welfare: Social insurance, health care insurance, annual health check, yearly outing trip
- Working hours: 9:00 – 6:00 Mon to Fri
- Holidays and Vacation: According to the Vietnam national holidays
- Annual paid leave: 12 days + loyalty leave

#LI-JACVN

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