



PR/094372 | Executive Assistant (JLPT N1)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541352

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 11:02

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 OVERVIEW

Almost 100% of our client is Japanese company.

We are looking applications from independent and highly motivated candidates for the position of **Executive Assistant (JLPT N1)** in our Ho Chi Minh office.

JOB RESPONSIBILITIES

- Accurately translate verbally at official meetings, working sessions.
- Arrange the meeting, conference, teleconference; organizing, preparing agendas and taking meeting minutes, transmit the President's direction and expectations in writing to involved departments
- Drafting clear, accurate, correspondence, presentation, remarks, reports and other documents from brief instructions
- Providing secretarial and administrative support to President in daily operations
- Prepare and/ or joint in business schedules for President's business trips
- Other tasks shall be assigned by President.

JOB REQUIREMENTS

- Bachelor or College degree.
- Have a least 4 years of working experiences.
- Proficient in Japanese (N1 Degree) & English (equivalent to or higher than IELTS 6.5)
- Good at using MS Office
- Have interpersonal abilities and be able to react quickly.
- Be able to work under pressure and good cooperation.
- Careful, dynamic, hard-working, self-confident.

Benefit:

- Salary: ~ 35 Mil VND Gross
- Bonus 13th salary and depend on working result
- Working hour: Mon - Fri
- Annual leave
- Allowances: Phone, Gasoline, Lunch
- Social, Medical, Unemployment insurance on full salary
- Training opportunities
- Annual healthcare check-up

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.

Company Description