



JAC Recruitment

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Vietnam



PR/094790 | [JP-EN] Client Relations Specialist for Consultancy company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541486

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:58

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

Location

Hanoi

Company Overview:

Our client is a globally recognized consulting firm providing auditing, tax, advisory, and business process solutions to organizations across diverse industries.

Job Responsibilities:

- Act as the liaison between Vietnamese operations and the parent company in Japan, ensuring smooth communication and collaboration.

- Translate financial reports, business documentation, and regulatory materials with precision.
- Provide comprehensive support to clients by explaining accounting, auditing, and tax procedures in Japanese or English.
- Manage client inquiries, offering guidance and solutions in alignment with company standards and regulations.
- Coordinate with internal teams to meet project deliverables on time.
- Monitor changes in tax, accounting, and audit regulations, providing updates and actionable insights to clients.

Job Requirements:

- Japanese language proficiency at N1 or N2 level, with strong written and verbal skills.
- Business-level English proficiency, capable of handling reports and effective communication.
- A minimum of 3 years of professional experience in consulting services focused on tax, accounting, or auditing.
- In-depth knowledge of tax laws, accounting principles, and auditing practices.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks.
- Strong interpersonal and client management abilities, especially in multicultural contexts.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

Company Description