



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

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541495

Industry

IT 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

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

Company Description