



PR/094821 | Secretary [Japanese - English]

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541503

Industry

Legal

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 06:00

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

Our client is one of the big Law firm from Japan

Job Responsibilities

- Schedule coordination and invoice issuance via email and phone in Japanese and English
- Formatting documents (Word, PowerPoint, Excel) for lawyers to send to clients
- Handling multiple tasks efficiently and prioritizing instructions from multiple lawyers
- Collaborating with lawyers, secretaries, and other staff (accounting, IT, PR) in Tokyo and other Asian offices (Singapore, Yangon, Bangkok, Jakarta)

- Accurately inputting data for invoices, expense reimbursements, and client business card information

Job Requirements

- Proficiency in Japanese and English for communication and correspondence
- Proficiency in Word, PowerPoint, and Excel (basic functions)
- Ability to prioritize and efficiently handle multiple tasks
- Effective collaboration with various staff and timely completion of tasks
- Accurate data entry for invoices and expense reimbursements
- Having experience as a secretary, general office work, admin, or sales office work; study abroad experience in Japan; work experience in a Japanese company

Company Description