



PR/094844 | Assistant cum Japanese Interpreter

## Job Information

### Recruiter

JAC Recruitment Vietnam Co., Ltd

### Job ID

1541524

### Industry

Civil Engineering and Construction

### Job Type

Permanent Full-time

### Location

Vietnam

### Salary

Negotiable, based on experience

### Refreshed

May 20th, 2025 12:59

## 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 review:

Our client is a Building and Construction Company.

### Job Responsibilities:

- Support work to ensure smooth operations for the Japanese Deputy General Director.
- Translate Japanese - Vietnamese (document translation, direct interpretation, or whisper interpretation in internal and external meetings).
- Coordinate schedules, prepare documents for meetings.
- Communicate with customers (including Japanese) via Outlook email.
- Support other tasks as requested by the Japanese Deputy General Director.

### Requirements:

- Japanese proficiency equivalent to JLPT N1.

- Basic English communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and AI tools.
- Preference for candidates with work experience in Japan, or experience in real estate, accounting, assistant roles.

#LI-JACVN

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## Company Description