



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

June 17th, 2025 16:00

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 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.

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Company Description