



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



## PR/093669 | Project Assistant for a reputable Japanese consulting company

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1542409

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

May 27th, 2025 10:37

## 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**

In Thanh Xuan, Hanoi

**COMPANY OVERVIEW**

Our client is a Japanese consulting company

**JOB RESPONSIBILITIES**

- Develop and execute promotional activities
- Manage the organization of programs and contact with relevant stakeholders
- Provide support throughout the duration of programs as required
- Carry out support tasks after the programs finished
- Other tasks assigned the company

**JOB REQUIREMENTS**

- Achieved the Bachelor's Degree

- Proficient in English
- Minimum of 1 year of work experience
- Female candidates preferred

#### **BENEFITS**

- Salary: up to 13M depending on experience (negotiable)
- 13th-month salary bonus and year-end financial bonus (April)
- Full social insurance, health insurance, unemployment insurance, annual health check-ups, and company trips
- Can take part in company-organized courses and training programs

Apply online or feel free to contact me directly via [ngoc.nguyen@jac-recruitment.com](mailto:ngoc.nguyen@jac-recruitment.com) for more information about this opportunity. 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  
#cityhn

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Company Description