



JAC Recruitment

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Vietnam



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

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1549478

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:14

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description