



## PR/094971 | Training Assistant

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1551914

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

July 29th, 2025 03:00

## 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**

JAC's client is a training and consulting company, looking for a Training Assistant position.

Location: Ho Chi Minh City

**Job Responsibilities****Planning, implementing promotion activities and proposing training and consulting programs**

- Plan and carry out introductions and promotions for training programs.
- For in-house training programs: Receive and clarify clients' training needs and requirements, prepare program proposals and quotations.
- For public training programs: Explain the program details to clients and guide them through the registration process.
- Draft and negotiate contracts with clients.
- Develop promotional ideas to ensure enough participants for public courses and enough in-house training days each month as targeted by the company.

**Organize programs, coordinate with relevant parties, and handle logistics to ensure program quality**

- Coordinate with clients and partners to arrange training or consulting venues.
- Print training materials and prepare all necessary tools, equipment, and other logistics such as meals, drinks, etc.
- Communicate with and support trainers in booking flights, hotels, and transportation.

**Support during the program**

- Attend and directly support the organization of training programs when needed.

**Handle post-program tasks**

- Issue payment requests to clients and follow up on payments.
- Compile participant feedback and complete other post-program reports.
- Monitor participants' action plans.
- Update client information.
- Complete other required procedures until the project is closed.

**Other tasks**

- Build and maintain good relationships with clients and partners.
- Search for new trainers and consultants for the company and coordinate with them to develop new training programs and consulting services.
- Support other tasks within your scope of responsibility, such as consulting and team-building activities.
- Support other tasks assigned by the company.

**Job Requirements:**

- Male candidates preferred; willing to handle paperwork and external communication tasks.
- Fresh graduates are welcome (candidates with 1–2 years of working experience are preferred).
- Japanese proficiency: JLPT N3, with good reading and translation skills.
- English proficiency: Able to communicate in basic English and handle daily work-related conversations with colleagues and managers.
- Interested in and passionate about the training & consulting field.
- Good communication skills, sociable, and able to work well in a team.
- Proactive, quick to learn, persistent, detail-oriented in paperwork, and able to work under high pressure.
- Open-minded with a willingness to suggest improvements and propose ideas to update or change things that are no longer suitable — not settling for the status quo.
- Careful, detail-oriented, responsible, willing to listen, and positive about making changes and updates based on feedback from managers.
- Responsible and committed to completing tasks within deadlines.
- Proficient in using office applications (Word, Excel, PowerPoint).
- Graduated from universities/colleges in fields related to human resource management or business is an advantage.
- Preference given to candidates who are familiar with design tools such as Canva, and who can edit, film, or produce videos.

#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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

---

## Company Description