



JAC Recruitment

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Vietnam



PR/094997 | Government & Business Liaison Officer for a leading Japanese public financial institution

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1551935

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 15th, 2025 10:16

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

Hanoi

Company and Job Overview

Japanese public financial institution and export credit agency

Job Responsibilities

- Develop and strengthen networks with Vietnamese ministries, government agencies, and business communities (mainly with Japanese-related organizations). Plan, organize, and coordinate related events and meetings.
- Translate and interpret documents between Japanese, English, and Vietnamese.
Accompany Japanese officials and business representatives on business trips (mainly within Vietnam), including

attending meetings and interpreting (Japanese-Vietnamese-English).

- Gather and disseminate information on Vietnamese government policies and the economic landscape in Japanese. Support general office administration, and assist resident staff and researchers as needed.

Job Requirements

- Fluent in Japanese (JLPT N1 or equivalent) and business-level English (TOEIC 700+ or higher)
- Proven experience working with Japanese companies, public institutions, or government agencies
- Good understanding of Japanese organizational culture and etiquette
- High level of integrity, responsibility, and ability to act as a trusted liaison
- Proactive, detail-oriented, and able to work independently and collaboratively in a cross-cultural environment

Job Benefit

- Salary: Negotiable depending on candidate's experience
- Start work ASAP

#LI-JACVN

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Company Description