



PR/095124 | Director Assistant [Viet-Eng]

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1556757

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

September 2nd, 2025 10:22

## 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 overview

Our client, a Japanese wholesale company, is seeking a dedicated and proactive to join their team

### Job Responsibilities

- **Executive support & Communication:** Provide comprehensive administrative support to the Director, including managing schedules, preparing documents, and handling confidential information
- **High-level translation:** Serve as a key communication bridge by translating documents and interpreting conversations between English and Vietnamese
- **Meeting Coordination:** Attend internal and external meetings to provide real-time translation and assist with meeting preparation and follow-up tasks.

- **Internal Liaison:** Facilitate clear and effective communication between the Director and all departments within the company.

### Job Requirements

- Having Bachelor Degree
- Excellent communication skills in English are essential
- Relevant English certifications (IELTS, TOEIC) are a plus

#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