



JAC Recruitment

ベトナムの求人なら
JAC Recruitment Vietnam

PR/095214 | Coordinator

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1559772

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 10:20

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job overview

Our client is a non - profit organization from Japan

Job Responsibilities

- Coordinate with Vietnamese government agencies and local authorities
- Organize and manage seminars and events, including venue arrangements, contracts, and participant management
- Translate and interpret for meetings, conferences, and official documents
- Manage communication and relationships with Vietnamese media and other organizations
- Handle administrative tasks such as visitor reception and correspondence

Job Requirements

- Having JLPT N1 Japanese proficiency
- Having basic business English skills

- Having at least 5 years of professional experience
- Having experience working in a Japanese company is a plus
- Having strong organizational and communication skills

#LI-JACVN

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Company Description