



JAC Recruitment

ベトナムの求人なら
JAC Recruitment Vietnam

PR/095240 | CEO Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1561529

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 12:01

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 service company in consulting firm

Job Responsibilities

- Manage CEO's schedule, plan meetings, and arrange appointments
- Prepare documents, reports, and materials for meetings and materials for meetings and business trips
- Report work progress to the CEO as requested
- Represent the CEO in meetings and communications with partners when needed
- Travel domestically and internationally for business purposes
- Translate documents between Japanese and Vietnamese

- Interpret during meetings with Japanese partners
- Handle procedures related to Japanese visa applications, residence status, tax declarations, etc.

Job Requirements

- Japanese proficiency: JLPT N1 or equivalent
- Bachelor's degree in Business Administration, Economics, Foreign Languages, or related fields
- Minimum 1- 3 years of experience in a similar role at a Japanese company
- Strong communication skills in English (spoken and written) is a plus
- Proficient in MS Office (Word, Excel, PowerPoint)
- Proactive, responsible, enthusiastic, detail- oriented, and quick learner

#LI-JACVN

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Company Description