



PR/095449 | [Japanese speaking] Secretary cum Interpreter

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1569723

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

March 31st, 2026 08:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**Location**

Tokyo, Japan

**Company and Job Overview**

Our client is Japanese IT outsourcing company

**Job Responsibilities**

- Act as a liaison between the headquarters in Japan and the Vietnam office, ensuring smooth communication and collaboration.
- Provide interpretation during meetings involving senior management from both locations (Japanese ↔ Vietnamese).
- Translate documents and internal communications accurately and promptly.
- Manage executive schedules, coordinate appointments, and arrange meeting logistics.
- Handle travel arrangements, visitor reception, and phone inquiries.
- Prepare, organize, and maintain documentation and reports as needed.

**Job Requirements**

- Background in one or more of the following:
  - Executive assistant or administrative support roles.
  - Coordination within global or offshore development teams.
  - Project or executive-level assistance.
- Strong interpersonal skills to work effectively with both Japanese and local staff.
- **Preferred:** Business-level English, IT industry knowledge, proactive problem-solving mindset, team-oriented approach, and ability to work independently.

**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.

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## Company Description