



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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

Company Description