



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

February 3rd, 2026 06:00

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.

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Company Description