



PR/095562 | Business Analyst

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1575511

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 18:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A Japanese company is hiring Business Analyst position.

Job Description

- Collaborate closely with Japanese customers to gather, clarify, and document business and system requirements.
- Translate business needs into functional specifications or user stories that support effective development and delivery.
- Act as a communication bridge between Japanese stakeholders and offshore technical teams.
- Support project activities such as requirement tracking, change management, and test planning.
- Review project deliverables and provide constructive feedback to ensure alignment with customer expectations.

- Participate in system walkthroughs, demonstrations, and user acceptance testing activities.
- Prepare and maintain bilingual documentation in Japanese and English.

Job Requirements

- Bachelor's degree in software development, information technology, or a related field.
- Japanese language proficiency at JLPT N2 level or above, suitable for business communication.
- English proficiency with strong reading and writing skills for internal coordination.
- Experience in business analysis, system analysis, or a bridging role between customers and development teams.
- Understanding of software development processes such as Agile, Waterfall, or hybrid approaches.
- Strong communication skills, analytical thinking, and problem-solving ability.
- Technical background or experience in areas such as software development, testing, or system design.
- Experience working with Japanese customers or in a Japan-based project environment.
- Experience creating business or functional documentation, workflows, or use cases.

#LI-JACVN

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