



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

March 31st, 2026 13:00

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

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Company Description