



PR/095760 | Executive Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1586537

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Australia

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 08:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A company in the logistics industry is hiring for an Executive Assistant position.

The organization operates an international network focused on air and sea freight, with a growing presence across multiple countries and a newly established branch in Ho Chi Minh City.

This role is ideal for individuals who are eager to learn, grow, and be part of a dynamic and multicultural team.

Job Description

- Provide high-level administrative support by managing complex schedules, coordinating meetings, and organizing travel arrangements for senior leadership
- Support executive meetings through detailed note-taking and proactive follow-up on key action items and deliverables

- Assist in the setup and development of the local branch by coordinating vendors, supporting office establishment, and facilitating required documentation processes
- Act as a communication bridge between local leadership and international teams to ensure alignment and effective collaboration
- Conduct market research and gather insights to support strategic planning and decision-making
- Prepare, translate, and manage confidential documents, ensuring accuracy and discretion at all times

Qualifications

- Bachelor's degree in business administration, foreign languages, international business, or a related field
- At least one year of experience in an executive assistant or personal assistant role, with exposure to multinational or fast-paced environments considered an advantage
- Native-level Vietnamese proficiency
- Advanced English proficiency equivalent to IELTS 6.0 or higher
- Advanced Mandarin proficiency equivalent to HSK 5 or higher
- Strong proficiency in office productivity tools and the ability to quickly learn new systems
- Ability to anticipate needs, solve problems proactively, and manage multiple priorities effectively
- Adaptability and resilience in a dynamic and evolving work environment
- Strong interpersonal and communication skills with the ability to work across different cultures
- High level of discretion, professionalism, and attention to detail

#LI-JACVN

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Company Description