



## 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**

May 12th, 2026 11:45

### 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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