



PR/096220 | Coordinator Specialist

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1612799

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 08:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A company is hiring for a Vietnamese Coordinator position to support communication and coordination with government authorities and related organizations in Vietnam. The role offers a broad range of responsibilities across government relations, events, communications, translation, and interpretation.

Job Description

- Coordinate meetings and dialogue sessions with government authorities, including scheduling, document translation, submission of requests, and interpretation.
- Plan and support seminars, business matching events, and other events, including venue arrangements, participant management, materials preparation, and event-day operations.
- Support committee meetings through publicity, attendance management, equipment setup, and operational

assistance.

- Manage communications with Vietnamese media and provide information through Facebook and websites.
- Coordinate with foreign consulates and foreign chambers of commerce in Vietnam.
- Handle visitors and respond to inquiries by phone and email.

Qualifications

- Native-level Vietnamese and advanced Japanese proficiency, equivalent to JLPT N1 or above.
- Practical experience in interpretation and translation.
- Basic business English skills for telephone and email communication.
- At least 5 years of professional work experience.
- Experience with a Japanese company and event planning or coordination is preferred.

Benefits

- Annual salary increase.
- Annual bonus, generally equivalent to one month of salary.
- Transportation allowance.
- Paid annual leave and public social insurance.
- Private medical insurance for the employee.

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Company Description