



JAC Recruitment

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JAC Recruitment Vietnam

PR/096259 | Executive Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1614619

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:38

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

We are looking for an Executive Assistant to provide comprehensive support across multiple business operations working in Da Lat - Lam Dong

Responsibilities

- Provide executive support to the Board of Directors in daily business operations and strategic projects.
- Conduct market research, business analysis, and information gathering to support management decision-making.
- Assist in business planning, project coordination, and the development of new business opportunities.
- Assist with the restructuring and future development of agricultural operations in Da Lat.
- Coordinate with internal and external stakeholders, business partners, and overseas contacts.
- Utilize AI tools and digital technologies to improve research, analysis, and operational efficiency.
- Handle a wide range of tasks across different business areas and gradually take on greater management responsibilities.

Requirements

- Minimum 5 years of experience in Executive Assistant
- Experience in business operations, consulting, investment, business development, or executive support is an advantage
- Proficient in English
- Preference given to candidates with Japanese proficiency around the N3 or N2 level
- Strong research, analytical, problem-solving, and information synthesis skills
- Strong interest in business management, business development, and operations.

About the company

Our client is involved in multiple business areas, including agricultural operations in **Da Lat, Vietnam**, investment consulting, and international business development.

#LI-JACVN

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Company Description