

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
October 27th, 2026 14:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Basic Level

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.

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Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description