

PR/096425 | Japanese Speaking Support Staff

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1623390

Industry
Audit, Tax Accounting

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:28

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company and Job Overview
JAC's client, a Japanese company specializing in tax and accounting, investment and business consulting, is looking for a Japanese Speaking Support Staff position.
Location: Ho Chi Minh City
Job Responsibilities

- Advise clients (Japanese investors) on Vietnam's business environment, administrative procedures and legal compliance relating to investment activities, enterprise management, labor and tax. Training in specialist knowledge will be provided.
- Support clients in carrying out administrative procedures in areas including investment, enterprise registration and labor; work with government agencies on behalf of clients.

Job requirements

- Graduated from Foreign Trade University, Hanoi National University, or another relevant, well-regarded Japanese university.
- One year or less of work experience in Vietnam.
- Japanese proficiency at N1 level.
- English proficiency is an advantage.
- Good communication skills, logical thinking, eagerness to learn and take on new challenges, and a cheerful, friendly manner

Interested applicants, click APPLY NOW
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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