



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094564 | Translator cum Secretary

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1536359

業種

化学・素材

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年04月30日 15:55

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company and job overview

Our client is a company in Food industry from

Job Responsibilities

- Translate documents, correspondence, contracts, and reports between Vietnamese and Japanese.
- Provide translation for official company communications and documents.
- Assist in interpreting for meetings, conferences, presentations, and negotiations.
- Manage schedules, travel arrangements, emails, phone calls, and other communications.
- Draft, proofread, and organize documents, presentations, and reports.

- Maintain filing systems for electronic and physical documents.
- Provide general administrative support to management.
- Handle staff claims and collaborate on administrative, accounting, and logistic matters.

Job Requirements

- 3-5 years of experience in a translation or secretarial role, focusing on Vietnamese and Japanese (English is a plus).
- Having JLPT N1 (English is a plus).
- Proven experience in translation and interpretation.
- Proficiency in Microsoft Office Suite.
- Attention to detail and accuracy.

#LI-JACVN

会社説明