



PR/094821 | Secretary [Japanese - English]

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1539338

業種

法律事務所

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05月13日 10:39

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 one of the big Law firm from Japan

Job Responsibilities

- Schedule coordination and invoice issuance via email and phone in Japanese and English
- Formatting documents (Word, PowerPoint, Excel) for lawyers to send to clients
- Handling multiple tasks efficiently and prioritizing instructions from multiple lawyers
- Collaborating with lawyers, secretaries, and other staff (accounting, IT, PR) in Tokyo and other Asian offices (Singapore, Yangon, Bangkok, Jakarta)

- Accurately inputting data for invoices, expense reimbursements, and client business card information

Job Requirements

- Proficiency in Japanese and English for communication and correspondence
- Proficiency in Word, PowerPoint, and Excel (basic functions)
- Ability to prioritize and efficiently handle multiple tasks
- Effective collaboration with various staff and timely completion of tasks
- Accurate data entry for invoices and expense reimbursements
- Having experience as a secretary, general office work, admin, or sales office work; study abroad experience in Japan; work experience in a Japanese company

会社説明