



PR/094811 | Project Coordinator speaking Japanese for a reputable Japanese IT company

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1541495

業種

ITコンサルティング

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20日 12:58

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

A reputable Japanese IT company

Job Responsibilities

- Execute online surveys on the platforms based on project specifications provided by the Sales team, including survey creation, sampling, data collection, processing, and reporting.
- Review GR/CX questionnaires to identify issues and evaluate feasibility.
- Liaise with vendors and negotiate costs for sampling.
- Coordinate translation tasks with translators and proofreaders to ensure accuracy.
- Collaborate with IT and Sales teams to address project related issues, ensuring timelines and quality standards are met.
- Schedule, adjust, and communicate directly with clients for GR/CX projects via email.
- Support other IT related operational tasks as needed.

- Manage community interactions, including user/panelist communication and incentive support.

Job Requirements

- Fluent in Japanese and English
- 3–5 years working in a Japanese environment, preferably in Japan.
- Experience in managing projects, coordinating tasks, and working with clients.
- Proficient in MS Excel, basic PC skills.
- Preferred:
Experience in Market Research.
Basic knowledge of JavaScript customization.

Job Benefit

- Expected salary: 800 - 1100\$ gross
- Probation period: 2 months
- Salary review: Yearly
- Bonus: yearly, based on the company, team performance
- Employment benefits and welfare: Social insurance, health care insurance, annual health check, yearly outing trip
- Working hours: 9:00 – 6:00 Mon to Fri
- Holidays and Vacation: According to the Vietnam national holidays
- Annual paid leave: 12 days + loyalty leave

#LI-JACVN

会社説明