



JAC Recruitment

ベトナムの求人なら  
JAC Recruitment Vietnam

PR/094821 | Secretary [Japanese - English]

## 募集職種

## 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

## 求人ID

1549492

## 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08月05日 19:00

## 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

#LI-JACVN

**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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

---

会社説明