



## PR/094844 | Assistant cum Japanese Interpreter

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1549512

#### 業種

土木

#### 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07月08日 17:15

### 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 review:

Our client is a Building and Construction Company.

#### Job Responsibilities:

- Support work to ensure smooth operations for the Japanese Deputy General Director.
- Translate Japanese - Vietnamese (document translation, direct interpretation, or whisper interpretation in internal and external meetings).
- Coordinate schedules, prepare documents for meetings.
- Communicate with customers (including Japanese) via Outlook email.
- Support other tasks as requested by the Japanese Deputy General Director.

#### Requirements:

- Japanese proficiency equivalent to JLPT N1.

- Basic English communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and AI tools.
- Preference for candidates with work experience in Japan, or experience in real estate, accounting, assistant roles.

#LI-JACVN

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会社説明