



## PR/094971 | Training Assistant

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1551914

#### 業種

ビジネスコンサルティング

#### 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09月09日 06:00

### 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

JAC's client is a training and consulting company, looking for a Training Assistant position.

Location: Ho Chi Minh City

#### Job Responsibilities

##### Planning, implementing promotion activities and proposing training and consulting programs

- Plan and carry out introductions and promotions for training programs.
- For in-house training programs: Receive and clarify clients' training needs and requirements, prepare program proposals and quotations.
- For public training programs: Explain the program details to clients and guide them through the registration process.
- Draft and negotiate contracts with clients.
- Develop promotional ideas to ensure enough participants for public courses and enough in-house training days each month as targeted by the company.

##### Organize programs, coordinate with relevant parties, and handle logistics to ensure program quality

- Coordinate with clients and partners to arrange training or consulting venues.
- Print training materials and prepare all necessary tools, equipment, and other logistics such as meals, drinks, etc.
- Communicate with and support trainers in booking flights, hotels, and transportation.

**Support during the program**

- Attend and directly support the organization of training programs when needed.

**Handle post-program tasks**

- Issue payment requests to clients and follow up on payments.
- Compile participant feedback and complete other post-program reports.
- Monitor participants' action plans.
- Update client information.
- Complete other required procedures until the project is closed.

**Other tasks**

- Build and maintain good relationships with clients and partners.
- Search for new trainers and consultants for the company and coordinate with them to develop new training programs and consulting services.
- Support other tasks within your scope of responsibility, such as consulting and team-building activities.
- Support other tasks assigned by the company.

**Job Requirements:**

- Male candidates preferred; willing to handle paperwork and external communication tasks.
- Fresh graduates are welcome (candidates with 1–2 years of working experience are preferred).
- Japanese proficiency: JLPT N3, with good reading and translation skills.
- English proficiency: Able to communicate in basic English and handle daily work-related conversations with colleagues and managers.
- Interested in and passionate about the training & consulting field.
- Good communication skills, sociable, and able to work well in a team.
- Proactive, quick to learn, persistent, detail-oriented in paperwork, and able to work under high pressure.
- Open-minded with a willingness to suggest improvements and propose ideas to update or change things that are no longer suitable — not settling for the status quo.
- Careful, detail-oriented, responsible, willing to listen, and positive about making changes and updates based on feedback from managers.
- Responsible and committed to completing tasks within deadlines.
- Proficient in using office applications (Word, Excel, PowerPoint).
- Graduated from universities/colleges in fields related to human resource management or business is an advantage.
- Preference given to candidates who are familiar with design tools such as Canva, and who can edit, film, or produce videos.

#LI-JACVN

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会社説明