



PR/095124 | Director Assistant [Viet-Eng]

## 募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1556757

業種

小売

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02日 10:22

## 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 overview

Our client, a Japanese wholesale company, is seeking a dedicated and proactive to join their team

## Job Responsibilities

- **Executive support & Communication:** Provide comprehensive administrative support to the Director, including managing schedules, preparing documents, and handling confidential information
- **High-level translation:** Serve as a key communication bridge by translating documents and interpreting conversations between English and Vietnamese
- **Meeting Coordination:** Attend internal and external meetings to provide real-time translation and assist with meeting preparation and follow-up tasks.

- **Internal Liaison:** Facilitate clear and effective communication between the Director and all departments within the company.

### Job Requirements

- Having Bachelor Degree
- Excellent communication skills in English are essential
- Relevant English certifications (IELTS, TOEIC) are a plus

#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.

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会社説明