

# ベトナムの求人なら JAC Recruitment Vietnam

# PR/095214 | Coordinator

### 募集職種

### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1559772

#### 業種

その他 (商社)

#### 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10月14日 09:00

#### 応募必要条件

#### キャリアレベル

中途経験者レベル

### 英語レベル

無し

#### 日本語レベル

無し

#### 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 a non - profit organization from Japan

# Job Responsibilities

- Coordinate with Vietnamese government agencies and local authorities
- Organize and manage seminars and events, including venue arrangements, contracts, and participant management
- Translate and interpret for meetings, conferences, and official documents
- Manage communication and relationships with Vietnamese media and other organizations
- Handle administrative tasks such as visitor reception and correspondence

### **Job Requirements**

- Having JLPT N1 Japanese proficiency
- Having basic business English skills

- Having at least 5 years of professional experience
- Having experience working in a Japanese company is a plus
- Having strong organizational and communication skills

# #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