



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09月30日 10:20

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

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会社説明