



PR/095240 | CEO Assistant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1561529

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10月14日 10:57

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 service company in consulting firm

Job Responsibilities

- Manage CEO's schedule, plan meetings, and arrange appointments
- Prepare documents, reports, and materials for meetings and materials for meetings and business trips
- Report work progress to the CEO as requested
- Represent the CEO in meetings and communications with partners when needed
- Travel domestically and internationally for business purposes
- Translate documents between Japanese and Vietnamese

- Interpret during meetings with Japanese partners
- Handle procedures related to Japanese visa applications, residence status, tax declarations, etc.

Job Requirements

- Japanese proficiency: JLPT N1 or equivalent
- Bachelor's degree in Business Administration, Economics, Foreign Languages, or related fields
- Minimum 1- 3 years of experience in a similar role at a Japanese company
- Strong communication skills in English (spoken and written) is a plus
- Proficient in MS Office (Word, Excel, PowerPoint)
- Proactive, responsible, enthusiastic, detail- oriented, and quick learner

#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