



PR/095314 | Japanese Interpreter - Backoffice support

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1564239

業種

レストラン・フードサービス

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11月04日 10:28

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 Japanese company in F&B industry

Job Responsibilities

- Primary Duty: Interpretation & Translation (Vietnamese <=> Japanese) for the Japanese Sales Manager during meetings, negotiations, and internal communication
- General Administration (GA) support: Proactively handle a broad range of General Affairs and Back-office tasks with positive, can-do attitude, embracing the start-up culture
- Compliance Coordination: Support coordination with external agencies and consultants on basic administrative, tax, and labor compliance matters
- Growth Opportunity: Flexible environment to gain experience and potentially take on tasks related to HR or Accounting in the future

Job Requirements

- Fluent Japanese (JLPT N1 or equivalent) and Native Vietnamese
- Having strong skill in interpreter and back office support tasks

LI-JACVN

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会社説明