



PR/095449 | [Japanese speaking] Secretary cum Interpreter

#### 募集職種

##### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

##### 求人ID

1569723

##### 業種

IT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

2026年02月03日 06:00

#### 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

日常会話レベル

##### 日本語レベル

流暢

##### 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

##### Location

Tokyo, Japan

##### Company and Job Overview

Our client is Japanese IT outsourcing company

##### Job Responsibilities

- Act as a liaison between the headquarters in Japan and the Vietnam office, ensuring smooth communication and collaboration.
- Provide interpretation during meetings involving senior management from both locations (Japanese ↔ Vietnamese).
- Translate documents and internal communications accurately and promptly.
- Manage executive schedules, coordinate appointments, and arrange meeting logistics.
- Handle travel arrangements, visitor reception, and phone inquiries.
- Prepare, organize, and maintain documentation and reports as needed.

##### Job Requirements

- Background in one or more of the following:
  - Executive assistant or administrative support roles.
  - Coordination within global or offshore development teams.
  - Project or executive-level assistance.
- Strong interpersonal skills to work effectively with both Japanese and local staff.
- **Preferred:** Business-level English, IT industry knowledge, proactive problem-solving mindset, team-oriented approach, and ability to work independently.

**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