



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