



PR/095494 | Assistant cum Interpreter

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1572242

業種

土木

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01月13日 10:28

応募必要条件

職務経験

1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

A real estate Japanese Company is hiring Assistant cum Interpreter position.

Job Description

- Provide daily administrative and operational support to the Japanese Manager to ensure smooth business activities.
- Interpret and translate between Japanese and Vietnamese, including document translation and interpretation during internal and external meetings.
- Coordinate schedules, arrange appointments, and prepare materials for meetings.
Draft, review, and manage documents and related information.
- Communicate with clients, including Japanese clients, via Outlook email.
- Collaborate with relevant departments within the company to support ongoing projects.
- Handle additional tasks as assigned by the Japanese Manager.

Job Requirements

- University degree, welcome candidates who study abroad.
- Japanese language proficiency equivalent to JLPT N1.
- Basic English communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and AI tools.
- Strong communication skills with a cooperative and approachable attitude.
- High sense of responsibility, proactive mindset, and effective time management skills.
- Candidates with experience working in Japan or backgrounds in property-related work, accounting, or assistant roles are preferred.

#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