



PR/095711 | ■ Participants Client: Mr. Sugiyama, Mr. Con (?) JAC: Hiro, Kajita, Quynh, Minh ■ Overview / Freetext Contracts have already been signed with GA and Kosaido. Three candidates have been recommended by Kosaido. ■ Confidential Information ● Planned New Factory by Miwa Lock (tentative name) The company

## 募集職種

### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

### 求人ID

1584405

### 業種

その他（メーカー）

### 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03月31日 10:33

## 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

基礎会話レベル

### 日本語レベル

ビジネス会話レベル

### 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 new manufacturing operation preparing to open a factory in Vinh Phuc. The company is completing legal establishment and building its core team. Operations will focus on assembly for overseas markets, with minimal business travel and a stable, long-term working environment.

### Job Responsibilities

- Interpret Japanese during internal meetings and discussions with partners.
- Translate documents, emails, and reports related to the establishment of the new factory.
- Provide administrative and general affairs support to top management and the factory manager.
- Manage documents, paperwork, and assist with administrative procedures.
- Support preparation tasks for assembly operations and production management when needed.
- Coordinate with local authorities, partners, and suppliers in Vietnam.
- Perform other tasks as assigned by supervisors.

### Candidate Requirements

- Preferably in the late 30s to early 40s.
- Able to commit to working at least 2–3 years.

- Strong experience in administration, general affairs, or factory operation support.
- Good Japanese interpretation and translation skills.
- Careful, responsible, stable, and committed to long-term employment.
- Prefer candidates with experience working in Japanese companies.

**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