



PR/095760 | Executive Assistant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1586537

業種

物流・倉庫

雇用形態

正社員

勤務地

オーストラリア

給与

経験考慮の上、応相談

更新日

2026年05月12日 11:45

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

流暢

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 Overview

A company in the logistics industry is hiring for an Executive Assistant position.

The organization operates an international network focused on air and sea freight, with a growing presence across multiple countries and a newly established branch in Ho Chi Minh City.

This role is ideal for individuals who are eager to learn, grow, and be part of a dynamic and multicultural team.

Job Description

- Provide high-level administrative support by managing complex schedules, coordinating meetings, and organizing travel arrangements for senior leadership
- Support executive meetings through detailed note-taking and proactive follow-up on key action items and deliverables

- Assist in the setup and development of the local branch by coordinating vendors, supporting office establishment, and facilitating required documentation processes
- Act as a communication bridge between local leadership and international teams to ensure alignment and effective collaboration
- Conduct market research and gather insights to support strategic planning and decision-making
- Prepare, translate, and manage confidential documents, ensuring accuracy and discretion at all times

Qualifications

- Bachelor's degree in business administration, foreign languages, international business, or a related field
- At least one year of experience in an executive assistant or personal assistant role, with exposure to multinational or fast-paced environments considered an advantage
- Native-level Vietnamese proficiency
- Advanced English proficiency equivalent to IELTS 6.0 or higher
- Advanced Mandarin proficiency equivalent to HSK 5 or higher
- Strong proficiency in office productivity tools and the ability to quickly learn new systems
- Ability to anticipate needs, solve problems proactively, and manage multiple priorities effectively
- Adaptability and resilience in a dynamic and evolving work environment
- Strong interpersonal and communication skills with the ability to work across different cultures
- High level of discretion, professionalism, and attention to detail

#LI-JACVN

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会社説明