



PR/096220 | Coordinator Specialist

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1612799

業種

その他（商社）

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09月15日 10:26

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

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

Company Overview

A company is hiring for a Vietnamese Coordinator position to support communication and coordination with government authorities and related organizations in Vietnam. The role offers a broad range of responsibilities across government relations, events, communications, translation, and interpretation.

Job Description

- Coordinate meetings and dialogue sessions with government authorities, including scheduling, document translation, submission of requests, and interpretation.
- Plan and support seminars, business matching events, and other events, including venue arrangements, participant management, materials preparation, and event-day operations.
- Support committee meetings through publicity, attendance management, equipment setup, and operational

assistance.

- Manage communications with Vietnamese media and provide information through Facebook and websites.
- Coordinate with foreign consulates and foreign chambers of commerce in Vietnam.
- Handle visitors and respond to inquiries by phone and email.

Qualifications

- Native-level Vietnamese and advanced Japanese proficiency, equivalent to JLPT N1 or above.
- Practical experience in interpretation and translation.
- Basic business English skills for telephone and email communication.
- At least 5 years of professional work experience.
- Experience with a Japanese company and event planning or coordination is preferred.

Benefits

- Annual salary increase.
- Annual bonus, generally equivalent to one month of salary.
- Transportation allowance.
- Paid annual leave and public social insurance.
- Private medical insurance for the employee.

#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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

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会社説明