

PR/096259 | Executive Assistant

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1614619

業種
ビジネスコンサルティング

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11月10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
流暢レベル

日本語レベル
基礎会話レベル

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

We are looking for an Executive Assistant to provide comprehensive support across multiple business operations working in Da Lat - Lam Dong

Responsibilities

- Provide executive support to the Board of Directors in daily business operations and strategic projects.
- Conduct market research, business analysis, and information gathering to support management decision-making.
- Assist in business planning, project coordination, and the development of new business opportunities.
- Assist with the restructuring and future development of agricultural operations in Da Lat.
- Coordinate with internal and external stakeholders, business partners, and overseas contacts.
- Utilize AI tools and digital technologies to improve research, analysis, and operational efficiency.
- Handle a wide range of tasks across different business areas and gradually take on greater management responsibilities.

Requirements

- Minimum 5 years of experience in Executive Assistant
- Experience in business operations, consulting, investment, business development, or executive support is an advantage
- Proficient in English
- Preference given to candidates with Japanese proficiency around the N3 or N2 level
- Strong research, analytical, problem-solving, and information synthesis skills
- Strong interest in business management, business development, and operations.

About the company

Our client is involved in multiple business areas, including agricultural operations in **Da Lat, Vietnam**, investment consulting, and international business development.

#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