

## Korean Interpreter cum Manager Assistant

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Company: Manpower

Location: Vietnam

Category: other-general

### Responsibilities

In charge of interpretation for important meeting between company (in Vietnam) and mother cooperation in Korea (monthly).

Translation documents and interpretation in meetings with government authorities, customers.

Support translation or interpretation between General Manager and Head of Departments when required.

Cooperate with the General Manager and manage his meeting schedule.

Manage assigned projects' progress and report to General Manager.

Propose any solution for upgrading internal process of administration.

Nurture positive working relationships with staff.

Performing other works as an assistant for the General Manager.

### 2. Requirements:

Bachelor Degree, major in foreign language or Business Administration is a plus

TOPIK 5 and above

At least 5 years working experience as Interpreter/assistant

Prefer working experience at Financial Industry or global working environment

Good sense of customer service

Good ability to handle multiple tasks

Great interpersonal and communication skills.

Strong problem-solving abilities.

Good observation skills.

Competency in Microsoft applications including Word, Excel, and Outlook.

Professional interpretation style

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