

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Vietnam Co., Ltd. (PV)**

For more information, kindly refer to:

<https://www.panasonic.com/vn/corporate/careers.html>

<https://www.facebook.com/Panasonic.vietnam.group.careers/>

***New graduates / Experienced:***

**Both are OK**

***Job Title / Job Level :***

**Corporate Planning Specialist  
Non-Managerial Officer**

***Location :***

**Hanoi**

***Key Responsibilities:***

Supporting top management in making business plans, business report to group companies and/or headquarters; drafting management speech & presentations.

- Preparing, setting up annual policy announcement meeting, periodic top management meetings, regional meetings and conference.
- Communicating with internal departments, group companies, & business partners to for management's update on plans progress.
- Researching market and economic conditions for opportunities of business expansion
- Translating relevant documentations; secretariat roles to support management's activities

***Required Qualifications:***

Bachelor Degree or above in either Language studies or Business administration.

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic R&D Center Vietnam Co., Ltd. (PRDCV)**

***New graduates / Experienced:***

**Experienced**

***Job Title / Job Level :***

**Embedded Engineer (Japanese Speaking)/ BrSE  
Non-Managerial Officer**

***Location :***

**Hanoi**

***Key Responsibilities:***

- Working as bridge engineer for Japanese customer to develop utilizing automotive development process
- Communicate customers directly in Japanese with technical perspective
- Lead all members and manage project's progress as project leader/manager
- Analyze requirements for the project and propose the solution
- Audit project weekly to ensure project's process
- Report project's progress to customers in regular meeting
- Attend design review meeting to verify the design
- Hold regular meeting with customer
- Train internal member for each skill related to coding, testing, project management
- Go to Japan for business trip regularly (ex, 1 time for 1 month or 1 time for 2 months)

Successful candidates will be offered:

- Professional and friendly global working environment;
- Clearly defined long-term multi-career roadmap with good development opportunities;
- Attractive and competitive salary & bonus package depend on abilities, performance and competencies;
- Flexible working time that supports work-life balance (Core time: 8:30-16:30; 5 days/ week);
- Well-protected with 24/7 personal accidental and medical care insurance;
- Various employee benefit packages;

***Required Qualifications:***

- Well known for embedded development process related to Automotive development (ex, Automotive SPICE)
- Can use Japanese well with technical terms (Reading, Writing, Speaking, Listening)
- Well known for embedded technologies
- Well known not only for S/W engineering but also for basic hardware engineering

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic R&D Center Vietnam Co., Ltd. (PRDCV)**

**New graduates / Experienced:**

**Experienced**

**Job Title / Job Level :**

**IT Communicator (Japanese Communication)  
Non-Managerial Officer**

**Location :**

**Hanoi**

**Key Responsibilities:**

You will be responsible for some duties as follows:

【募集職種】日本語コミュニケーター

【業務形式】正社員、フルタイム

【募集人数】1名

【業務内容】

- ・社内日越間通常通訳・翻訳
- ・会議通訳
- ・ドキュメント翻訳
- ・プロジェクトの通訳・翻訳面でのサポート
- ・ブリッジとしてプロジェクトチームへの、顧客との間のQ&Aと要件確認の支援

Vị trí: Biên phiên dịch viên Tiếng Nhật

Hình thức làm việc: Nhân viên chính thức, toàn thời gian

Số vị trí trống: 1

Nội dung công việc

- Biên dịch/ phiên dịch thông thường Việt-Nhật trong nội bộ công ty và với khách hàng Nhật Bản.
- Phiên dịch trong các cuộc họp
- Biên dịch tài liệu
- Phiên dịch, biên dịch cho dự án, hỗ trợ giao tiếp bằng tiếng Nhật
- Đóng vai trò cầu nối hỗ trợ Q&A, xác nhận yêu cầu với khách hàng cho đội dự án

**Required Qualifications:**

【必要な条件】

- ・日本語検定:N2以上必須
- ・通訳経験3年以上必須
- ・IT業界において通訳経験必須
- ・性格・キャラクター: 前向きで明るく、親しみやすい、用心深い、責任感とチームワーク能力あり
- ・キャリアに長期的な目標を持ち、安定な仕事を求める人
- ・日系企業における勤務経験はプラス
- ・開発・ブリッジ経験はプラス

Điều kiện cần thiết:

- Tiếng Nhật trình độ N2 trở lên.
- Có kinh nghiệm biên phiên dịch từ 3 năm trở lên.
- Có kinh nghiệm biên phiên dịch trong ngành IT.
- Tính cách vui vẻ, hòa đồng, cẩn thận trong công việc, có tinh thần trách nhiệm và khả năng làm việc nhóm.
- Có mục tiêu lâu dài về nghề nghiệp, muốn tìm công việc ổn định.
- Ưu tiên người có kinh nghiệm làm ở công ty Nhật.
- Ưu tiên người có kinh nghiệm làm phát triển, cầu nối.

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Appliances Vietnam Co., Ltd. (PAPVN)**

***New graduates / Experienced:***

**New graduates**

***Job Title / Job Level :***

**Secretary  
Non-Managerial Officer**

***Location :***

**Hung Yen**

***Key Responsibilities:***

- Schedule & Business trip arrangement for PAPAP Washer BU management members
- Make presentation document according to our instructions based on Japanese
- Prepare meeting minutes, memorandum and others documents as per requirement
- Translate Vietnamese document into Japanese/English and vice versa
- Other tasks as assigned by PAPAP Washer BU management member

***Required Qualifications:***

- University degree
- Fresh graduate with good Japanese and English is accepted
- Must be proficient in both English (~ TOEIC 700) AND Japanese (~N2)
- Proficient in PowerPoint, Excel, Word
- Very good at translation and communication skill
- Quick-minded, hardworking, enthusiastic and patient

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Appliances Vietnam Co., Ltd. (PAPVN)**

***New graduates / Experienced:***

**New graduates**

***Job Title / Job Level :***

**Planning & Marketing Staff  
Non-Managerial Officer**

***Location :***

**Hung Yen**

***Key Responsibilities:***

- Macro environment, 3C - 4P analysis, specify STP
- Customer visit, market survey, store survey
- Make products concept
- Product strategy, marketing strategy review
- Organize products planning meeting, control products planning procedure
- Create new business creation, organize ideas brainstorm meeting
- Brand management
- Join sale support activities, Company products & products strategy training
- Support to organize company events
- Other jobs as assigned

***Required Qualifications:***

- University degree
- Fresh graduate with good Japanese and English is accepted
- Must be proficient in both English (~ TOEIC 700) AND Japanese (~N2)
- Proficient in PowerPoint, Excel, Word
- Very good at translation and communication skill
- Strong interest in Planning/Marketing
- Quick-minded, hardworking, enthusiastic and patient

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Appliances Vietnam Co., Ltd. (PAPVN)**

***New graduates / Experienced:***

**Experienced**

***Job Title / Job Level :***

**R&D Senior Engineer ( Mechanical Design)  
Non-Managerial Officer**

***Location :***

**Hung Yen**

***Key Responsibilities:***

- Design plastic/metal parts for washing machine
- Design performance for washing machine
- In charge of performance testing & liaise with QA Team/ Factory and related partners to check and test products
- Other job related to development activities such as analysis, solve technical issues or apply certificate for new model...

**\*\*\* NOTES:**

- Work location: R&D Center - Plot G2, Thang Long IP II, Yen My Dist., Hung Yen.
- Pick up bus: From Ha Noi, Hai Duong, Hung Yen everyday.

***Required Qualifications:***

- Graduate with Technical/ Mechanical major.
- Above 2 years' experience in Mechanical Designing
- Can understand about designing softwares/ making 2D/3D drawings, using NX-CAD software.
- Good English or Japanese
- Have knowledge about mold, die is a plus

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**COMPANY:**

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***New graduates / Experienced:***

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***Job Title / Job Level :***

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**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Appliances Vietnam Co., Ltd. (PAPVN)**

**New graduates / Experienced:**

**Experienced**

**Job Title / Job Level :**

Software Engineer  
(R&D Center of Washing Machines or Refrigerators products)  
Non-Managerial Officer

**Location :**

**Hung Yen**

**Key Responsibilities:**

Working in R&D Center, performing R&D jobs for Washing Machines or Refrigerators products with details as follows:

- Design software according to product specifications, using programming language
- In charge of performance testing and other activities relating to design activities

**Required Qualifications:**

- University graduate, related major in software engineering
- 1-2 years of relevant experience
- Good at Programming Language
- Good English communication, Japanese is an advantage
- Carefull, patient, good teamwork spirit



**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Sales Vietnam Division (PSV)**

***New graduates / Experienced:***

**Experienced**

***Job Title / Job Level :***

**Secretary for Managing Director  
Non-Managerial Officer**

***Location :***

**Hanoi**

***Key Responsibilities:***

The incumbent will perform the following duties and responsibilities:

1/ Planning Job:

- Make some report by collecting necessary information and analyzing data.
- Prepare presentation and speech for Managing Director (MD).
- Accompany MD on a business trip(visit customer and dealer trip etc.) if required and provide necessary support such as interpretation.
- Support and collaborate with related department to hold company events such as dealer convention, company policy meeting etc.

2/ Administration Job:

- Provide schedule management and time-planning support for MD.
- Make travel arrangement for MD: Communicating with Driver, Booking air ticket and hotel and follow up settlement after the business trip.
- Handle MD document, arrange and file if required.
- Welcome and take care MD's guest in office
- Assist other jobs to MD as assigned

***Required Qualifications:***

- Graduate from University above
- Having at least 3 years' experience of same kind of job
- Have experience of working in Japanese company is preferable.
- Excellent in English communication and interpretation.
- Exemplary planning and time management skills.
- Proficiency in computer skill, especially making report.
- Good at interpersonal and problem solving skills.
- A trustworthy person with high sense of responsibility, punctuality, attention to details, integrity and ability to handle confidential materials.
- Ability to handle multitasks, prioritize daily workload and work under sustained pressure.
- Age is from 27 to 33
- Having Japanese language ability is more preferable

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Appliances Vietnam Co., Ltd. (PAPVN)**

***New graduates / Experienced:***

**Experienced**

***Job Title / Job Level :***

**Japanese Interpreter  
Non-Managerial Officer**

***Location :***

**Hanoi**

***Key Responsibilities:***

- Translate Japanese document into Vietnamese and vice versa
- Interpret in daily/ monthly meetings, important meetings, interviews, etc.
- Support Director in preparation of document for meetings
- Make and control daily schedule for Japanese Director
- Arrange business trip for Director
- Make preparation for guest welcoming
- Support in Corporate Financial Figures or Business Figures
- Perform other tasks assigned by Japanese Director

***Required Qualifications:***

- Female
- Graduate from University (NEW GRADUATES ARE ACCEPTABLE)
- Good JAPANESE ability (~N2 & up) and good ENGLISH
- Having experience in a similar position or Secretary position or having knowledge about Finance is a big plus
- Good communication, interpretation & translation and interpersonal skills
- Proficiency in MS Office (Excel, PowerPoint, Word)
- Honest, hard-working, careful and eager to learn

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Sales Vietnam Division (PSV)**

***New graduates / Experienced:***

**Both are OK**

***Job Title / Job Level :***

**Project Sales Officer of Commercial Air Conditioner  
Non-Managerial Officer**

***Location :***

**Hanoi**

***Key Responsibilities :***

- In charge of sales and customer development for projects.
- Achieve assigned sales and customer development quota through focus on Commercial customer acquisition and development
  - Handle selling activities i.e identifying sales opportunities, organizing, proposals, asking for and acquiring orders
  - Co-ordinate with other processes to ensure high level of customer satisfaction.
  - Keep customer data base updated
  - Support team in all marketing activities to develop our image to all kinds of customer as assigned.

***Required Qualifications :***

- Bachelor degree
- Education Engineering qualification preferably in Air Conditioning and Refrigeration or have experience within the HVAC and contracting industry is essential.
- English fluently
- Has 1-2 years of sales experience in same industry
- Knowledge about mechatronics or HVAC is preferable
- Has passion of developing career path in project sales.
- Good presentation and communication skills.
- Willing to travel for business.
- Characteristic: flexibility, loyalty, fast-learning person.

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Sales Vietnam Division (PSV)**

**New graduates / Experienced:**

**Experienced**

**Job Title / Job Level :**

**Sales & Marketing AM/Manager (System Solutions Dept.)  
Assistant Manager**

**Location :**

**Hanoi**

**Key Responsibilities:**

- Plan and perform all sales and marketing jobs related to
- Sales of system products (PBX, document products, security product, projector, display, video intercom)
  - Project business for government, property, hotel etc.
- Main tasks are below listed:
1. Sales:
    - Lead PSI management and sales support with existing sales channels
    - Lead project pipeline management
    - Develop new customers and sales channels
    - Spec-in, quotation and contract making
    - Delivery - Credit control and collection
    - Costing and P/L control
  2. Marketing
    - Analysis of market trend and competitors movement, strategy making
    - Branding activities such as advertisement, participation in exhibition, PR
    - Planning sales promotion tools and activities
  3. Business plan/Midterm plan marketing and reporting
  4. Human resources development

**Required Qualifications:**

- University degree with more than 5 years experience
- Good English communication (TOEIC: >600), Japanese is an advantage
- Have working experience in the same industry as Sales Manager. Especially PBX, Document product sales experience (NEC(PBX), Canon, Fuji Xerox ect.)
- Good coaching skill
- Good communication skill.
- Good skills in using computer (Excel, Word, Powerpoint)
- Characteristics: Diligent, Honesty, Cheerful, Loyalty, Patient
- Willing to travel for business purpose
- Ability to work in the team
- Ability to think logically and quantitatively

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Sales Vietnam Division (PSV)**

***New graduates / Experienced:***

**Experienced**

***Job Title / Job Level :***

**Sales & Marketing Officer  
Non-Managerial Officer**

***Location :***

**Ho Chi Minh**

***Key Responsibilities:***

The position roles & responsibilities will be including the followings but not limited to:

- Visit market, collect and analyze statistics sales data of electrical product (Wiring device, breaker).
- Coordinate with agency for event & exhibition, trade marketing (display, activation...)
- Work with domain or factory for market research campaign for specific purpose.
- Make price for product in charge.

***Required Qualifications:***

- Education : University-College
- Years of experience: 1 years
- Foreign language: English/Japanese
- Qualification – Specialize in: Economics or Marketing. (Graduate from statistics major or having experience in research company is an advantage)
- Experience in field: 1 year.
- Other skills-character: use microsoft power point, excel well.

**COUNTRY:**

**Vietnam**

**COMPANY:**

**Panasonic Sales Vietnam Division (PSV)**

***New graduates / Experienced:***

**Experienced**

***Job Title / Job Level :***

**Supply Chain Officer  
Non-Managerial Officer**

***Location :***

**Ho Chi Minh**

***Key Responsibilities :***

- Key in orders in ERP system.
- Follow up cargoes schedule with foreign partners.
- Send shipping documents to forwarders for making customs declaration, cooperate with forwarders to prepare custom declaration sheet.
- Check and follow up documents .
- Plan delivery schedule monthly and follow up daily/ monthly. Work with forwarders to arrange and ensure smooth delivery operation.
- Process payment and others tasks assigned by manager.
- More shall be discussed in the interview.

***Required Qualifications :***

- Age 20 – 30
- College or University graduate.
- At least 1 year experience in import - export, production planning tasks.
- Fluent English. Having Japanese language skill is an advantage.
- Good command of Microsoft Office tools
- Work location: Floor 7, E-Town Building, 364 Cong Hoa St., W.13, Tan Binh Dist., HCMC