



JAC Recruitment

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Thailand

## PR/116710 | Assistant to MD & Interpreter (Hybrid working)

### Job Information

**Recruiter**[JAC Recruitment Thailand](#)**Job ID**

1537047

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:20

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Working Day:** Monday to Friday (Hybrid Working)**Location:** Harber mall, Leam Chabang, Chonburi**Key Responsibilities:**

- Interpreter at meeting.
- Admin, GA support.
- Making documents for Import from China and Japan.
- Japanese MD Sales assistant.

- In the future: Will handle Sales \*Depends on cod skill and passion.

**Qualifications:**

- Bachelor's degree.
- Sales support experience.
- BOI experience.
- Import and Export experience.
- Interpreter experience.
- Flexible personality.
- Welcome to challenge multi task.
- Japanese Test (N2+).
- Have a car and driver license.

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**Company Description**