



PR/117054 | Secretary and Interpreter

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1537183

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:21

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

Job Title: Secretary and Interpreter

Location: Bang Pa-in, Ayutthaya

Job Type: Full-time, Monday – Friday from 08:00 to 17:00

Job Responsibility:

- Provide secretarial support to a senior staff in management level.
 - Manage and schedule meeting.
 - Prepare and translate documents and reports.

- Create reports and presentations.
- Minute taking.
- Interpret between Thai and Japanese language to support seamless communication in both internal and external.
- Other tasks as assigned.

Qualification:

- Bachelor's degree or higher in Business Administration or related field.
- Experienced in Executive Secretary or similar role using Japanese in the manufacturing industry is highly preferred.
- Proficient in Japanese (minimum JLPTN2).
- Proficient in English (minimum Intermediate level).
- Strong organization and multitasking skills with attention to detail will be advantage.
- Positive thinking attitude and excellent interpersonal skills will be advantage.
- Knowledge in Microsoft Office (Word, Excel, Power Point).

Benefits:

- Shuttle bus service
- Offsite work allowance
- Medical expense reimbursement
- Social Security
- Provident Fund
- Housing loan program
- Annual bonus
- Annual salary adjustment and promotion
- New Year Celebration and annual trip activities

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

Company Description