



JAC Recruitment

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Thailand

## PR/117054 | Secretary and Interpreter

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1540548

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 12:19

## 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!

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**Company Description**