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JAC Recruitment — We are recruitment specialists around the globe — Thailand

PR/117350 | Admin and Interpreter (JLPTN3+)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1543417

Industry
Pharmaceutical

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

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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: Admin and Interpreter (JLPTN3+)

Location: Bangsaotong, Samutprakarn

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

Responsibility:

- **Administration**

    - Support staff and visitors from HQ in accommodation and travel arrangements matters (air ticket bookings, hotel, etc.)

    - Support in purchasing and procurement function, including documentation.

- Manage factory and office supplier, procurement, and inventory management.

- Support for company initiatives such as safety & environmental compliance.

- Assist in the planning and operation of company events and internal activities.

- Other tasks as assigned.

- **Interpreter**

  - Support smooth communication between Thai staff and Japanese management.

  - Documents translation.

Qualification:

- Bachelor's degree in administration, arts or related field.

- Minimum 2 years of experience in interpretation or general administration.

- Proficient in Japanese (minimum JLPTN3).

- Proficient in English (minimum at conversational level).

- Proficiency in Microsoft Office (Word, Excel, Power Point, etc) is highly preferred.

- Ability to handle multiple tasks and work independently is an advantage.

- Able to commute to work onsite (no shuttle bus provided).

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