



JAC Recruitment

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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

Refreshed

June 17th, 2025 13:02

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