



## PR/117350 | Admin and Interpreter (JLPTN3+)

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1549190

**Industry**

Pharmaceutical

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

September 2nd, 2025 10:01

## 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!

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description