



PR/117740 | HR and Interpreter (Japanese Speaking)

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1553322

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 29th, 2025 10:47

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

Location: Mabyangporn, Pluakdaeng, Rayong

Salary Total : 40-80K.

Working Day: Mon to Fri / 1-2 times / month they have Saturday working

Interview: 2 times at the factory

Key Responsibilities:

- Provide comprehensive support in general affairs and human resources operations.
- Assist in payroll calculation and related administrative tasks.
- Translate internal regulations, policies, and employment contracts.
- Coordinate and communicate with headquarters departments, including General Affairs, HR, Legal, Compliance, Internal Audit, and IT.

- Participate in talent development initiatives, including training programs, on-the-job training across departments, and job description follow-ups.

Qualifications:

- Bachelor's degree in any related field.
- Proven experience in back-office functions, including administration, human resources (HR), and general affairs (GA)
- Solid understanding of basic labor laws and employment regulations
- Experience in interpretation and translation (verbal and written)
- Strong numerical and analytical skills, particularly in payroll calculation
- Japanese Skill (N1-N2).

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