



PR/117856 | HR and Japanese Interpreter (JLPT N2 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1554682

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:23

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

Position: HR & Japanese Interpreter (JLPT N2 or above)

Location: Bangsaotong, Samut Prakarn

Employment Type: Full-time, Permanent (Monday–Friday, 08:00–17:00)

Salary Range: 50,000 – 90,000 THB (open to negotiation based on experience and qualifications)

Benefits: Social Security, Group Insurance, Travel Allowance, Language Allowance, Fixed Bonus, and more

Key Responsibilities

General Administration

- Manage a variety of tasks across HR, general administration, purchasing, and interpretation.
- Oversee payroll, recruitment, and performance evaluation processes.
- Handle procurement and inventory management for both office and factory supplies.
- Support company initiatives related to safety and environmental compliance.
- Assist in organizing company events and internal activities.
- Perform other administrative duties essential to factory operations.

Japanese Interpretation

- Facilitate effective communication between Thai staff and Japanese management.
- Translate documents and provide interpretation support during meetings and daily operations.

Qualifications

- Bachelor's degree in administration, arts, or a related field.
- Minimum of 3 years' experience in interpretation or general administration.
- Japanese language proficiency at N2 level or higher.
- Fair command of English for verbal and written communication.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Capable of multitasking and working both independently and collaboratively.
- Must be able to commute to the worksite using personal transportation.

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