



PR/118105 | Assistant Management (Chinese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559037

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 10:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Assistant Management (Chinese Speaking)

Work Experience: Several years of experience in a manufacturing environment

Language: Thai, Chinese (English is a plus)

Roles & Responsibilities:

- Responsible for executing any assignments assigned by management and ensuring they are implemented effectively.
- Responsible for translating Mandarin to English and Thai, both verbally and in written form.
- Follow up with current and potential customer inquiries.
- Assist management in implementing plans to achieve business goals.

- Provide translation services between Mandarin, English, and Thai for Chinese customers.
- Translate all Chinese documents and drawings into Thai or English.
- Handle Chinese customer inquiries, quotations, etc.
- Support the team in liaising with Chinese customers and suppliers, including Wuxi-Mi.
- Provide customer service support in both technical and administrative matters. Coordinate with internal and external parties to resolve issues related to Chinese customer requirements, expectations, complaints, and project management.
- Build and maintain good relationships with Chinese customers to establish long-term partnerships.
- Perform other duties as assigned from time to time.

Qualifications:

- Bachelor's degree in marketing, Business Administration, Mechanical or Industrial Engineering, or any related field.
- Good command of both spoken and written Chinese (Mandarin) and English.
- Several years of experience in a manufacturing environment (preferably in the precision plastic injection molding industry).
- Strong communication, interpersonal, and negotiation skills.
- Proficient in computer usage.
- Able to drive and possess a valid driver's license.

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Company Description