

タイの求人なら JAC Recruitment Thailand

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

November 4th, 2025 06:00

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.

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