



## PR/118814 | Human Resources Officer

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1572819

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 14th, 2026 14:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**OVERVIEW**

Our client is Japanese Company, now seeking for an experienced candidate to join as Patent Specialist (Workplace around BTS Pleonchit, Bangkok)

Position: Patent Specialist

Location: BTS Pleon Chit, Bangkok

Business: Law and Legal firm

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

## JOB RESPONSIBILITIES

- Prepare documentation for patent filings, including inventions, product designs, and petty patents, based on English-language foreign patent applications.
- Prepare and file new patent, petty patent, and design applications in Thailand, filing applications through the E-filing system and counter-filing with the Thai Patent Office.
- Manage deadlines for filing new applications and due dates for
- Review, interpret, and translate instructions from English patent application documents to create accurate and complete Thai-language application materials for submission to the Department of Intellectual Property.
- Modify and update patent descriptions from English to Thai using tools such as Acrobat Professional, Microsoft PowerPoint, and Microsoft Word.
- Perform Freedom to Operate (FTO) searches.
- Manage pay publication fees, file requests for substantive examination,
- file PPH/ASPEC requests, file corresponding patent applications and etc.
- Draft supporting documents such as Power of Attorney, Transfer of Rights Agreements, and various declarations by translating applicant names, inventor/designer details, and representative information from English to Thai.
- Translate technical terminology and refine invention descriptions required for amending patent applications.
- Perform additional tasks as assigned.

filing formal documents.

## JOB REQUIREMENTS

- The salary range around 40,000 – 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Chemistry or any related field.
- Collaborative mindset with strong interpersonal and communication skills.
- Experience in intellectual property management and familiarity with basic IP law is advantage (e.g., experience with patent database searches, drafting patent and petty patent applications, and understanding relevant documentation).
- Ability to communicate in English with foreign.
- Having TOEIC score to guarantee English skill will be advantage
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work around BTS Pleon Chit, Bangkok.

**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