



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

February 17th, 2026 10:01

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.

filings 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.

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Company Description