



PR/119405 | HR Admin & Japanese Interpreter Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1585967

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 11:12

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Manage work permit and visa applications for foreign employees.
- Oversee labor relations and ensure compliance with local labor laws and regulations.
- Handle recruitment activities, including hiring and onboarding processes.
- Perform general HR administration and office management duties.
- Support management in establishing and implementing HR policies and procedures.
- Prepare employment regulations, draft employment contracts, and develop company policies and internal rules.
- Handle documentation and submission processes required for regulatory compliance.

Qualifications:

- Bachelor's degree in Japanese, Human Resources, or a related field.
- Proficiency in Japanese (JLPT N3 or above).
- Minimum of 5 years of experience in Human Resources and Administration.

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Company Description