



PR/120042 | Assistant & Interpreter (Chinese)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1602452

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Taiwan

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 02:00

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

Key Responsibilities

- Support communication between Thailand office, Japan management, and Taiwan HQ.
- Provide Mandarin-English-Thai interpretation and translation.
- Coordinate meetings, schedules, travel arrangements, and business communications.
- Prepare reports, presentation materials, and meeting minutes.
- Assist management with operational and administrative tasks.
- Coordinate with internal teams and external stakeholders.
- Support store visits, sales activities, and special projects.

- Help establish efficient processes and administrative systems in a start-up environment.

Qualifications

- Bachelor's degree in any field.
- Experience as an Executive Assistant, Secretary, Coordinator, or Interpreter.
- Mandarin proficiency (HSK Level 5 or above).
- Strong communication and coordination skills.
- Experience supporting senior management is preferred.
- Background in Food & Beverage, Restaurant, Retail, or Hospitality industry is highly preferred.
- Proficient in Microsoft Office (Excel, PowerPoint, Word).

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

Company Description