



JAC Recruitment

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JAC Recruitment Thailand

PR/120308 | HR & Administration Staff (Japanese Speaking N2)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1609919

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 07:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

HR & Administration Staff (Japanese Speaking N2)

Key Responsibilities

Human Resources Administration

- Handle visa and work permit applications and renewals.
- Manage 90-day reporting requirements for expatriate employees.
- Coordinate social security registration and medical insurance administration.

General Administration

- Provide interpretation and translation support in Japanese, English, and Thai.

- Coordinate company vehicles, drivers, and transportation arrangements.
- Support scheduling and administrative needs for expatriate employees.
- Manage uniform procurement and inventory control.
- Oversee office supplies and equipment purchasing, inventory management, and disposal processes.
- Arrange visas, flights, accommodations, and travel-related matters for overseas business travelers and training participants.
- Perform other administrative duties as assigned.

Qualifications

- Bachelor's degree in Japanese, Business Administration, or a related field.
- Japanese language proficiency at JLPT N2 level or above.
- At least 2-3 years of experience in Japanese, English, and Thai interpretation and translation.
- Good command of English
- Strong communication and interpersonal skills with the ability to work effectively in a small team environment.
- Proficient in Microsoft Office applications.

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