



タイの求人なら
JAC Recruitment Thailand

PR/120515 | JS Secretary

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614514

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 13th, 2026 10:00

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

Key Responsibilities:

- Provide interpretation services between Japanese and Thai for the President Director and visitors during meetings and official discussions.
- Communicate and disseminate the President Director's instructions to relevant departments within the company.
- Arrange transportation, hotel accommodations, and flight bookings for the President Director and guests.
- Prepare and circulate internal memoranda and official documents across the organization.

Qualifications:

- Bachelor's degree in Japanese, Business Administration, or a related field.
- Japanese language proficiency at JLPT N1 or N2 level.
- Minimum 3 years of experience as a Japanese Interpreter, Secretary, Administrative Coordinator, or related position.
- Strong experience in interpretation, translation, and document support.
- Excellent communication and coordination skills.

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>

Company Description