



PR/120536 | Chinese Interpreter and Admin

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1616080

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:32

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Provide interpretation and coordination support during bank visits and government-related procedures.

Assist with BOI applications, reporting requirements, factory operation permits, and related documentation.

Support company establishment activities, including general administration and procurement coordination.

Facilitate communication between management, local authorities, suppliers, and business partners.

Assist with document translation and correspondence in Chinese, English, and Thai as required.

Support various ad hoc tasks related to office and factory set-up.

Qualifications:

- Bachelor's degree in Japanese, Business Administration, or a related field.
- Chinese language proficiency at HSK 5 or above.

- Experience in interpretation, administration, sales coordination, customer support, or related functions is preferred.
- Good communication skills and ability to work in a start-up environment.
- Ability to handle multiple tasks and take initiative with minimal supervision.
- Strong organizational and coordination skills.
- Willingness to support both administrative and commercial activities.

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