

PR/120734 | Japanese Speaking Administration & Interpreter

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621748

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities

- Japanese-Thai interpretation and communication support.
- Coordinate permits, licenses, and related government applications.
- Establish company regulations, internal policies, and administrative procedures.
- Support recruitment and hiring activities.
- Manage purchasing of office supplies and equipment.
- Handle visa and work permit arrangements for Japanese expatriates.
- Coordinate with outsourced accounting firms and external consultants.

- Provide general administrative and back-office support.

Qualifications

- JLPT N2 or above.
- English communication skills sufficient for business emails.
- Experience in Administration, HR, General Affairs, or related functions is preferred.
- Experience working for a Japanese manufacturing company is highly advantageous.
- Experience in a new factory setup or company startup environment is a strong plus.
- Positive attitude, cheerful personality, and strong interpersonal skills.
- Flexible and comfortable handling a variety of responsibilities in a startup environment.

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