



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## PR/117054 | Secretary and Interpreter

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメント タイランド

## 求人ID

1537183

## 業種

その他（メーカー）

## 雇用形態

正社員

## 勤務地

タイ

## 給与

経験考慮の上、応相談

## 更新日

2025年04月30日 16:21

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

**Job Title:** Secretary and Interpreter**Location:** Bang Pa-in, Ayutthaya**Job Type:** Full-time, Monday – Friday from 08:00 to 17:00**Job Responsibility:**

- Provide secretarial support to a senior staff in management level.
  - Manage and schedule meeting.
  - Prepare and translate documents and reports.

- Create reports and presentations.
- Minute taking.
- Interpret between Thai and Japanese language to support seamless communication in both internal and external.
- Other tasks as assigned.

**Qualification:**

- Bachelor's degree or higher in Business Administration or related field.
- Experienced in Executive Secretary or similar role using Japanese in the manufacturing industry is highly preferred.
- Proficient in Japanese (minimum JLPTN2).
- Proficient in English (minimum Intermediate level).
- Strong organization and multitasking skills with attention to detail will be advantage.
- Positive thinking attitude and excellent interpersonal skills will be advantage.
- Knowledge in Microsoft Office (Word, Excel, Power Point).

**Benefits:**

- Shuttle bus service
- Offsite work allowance
- Medical expense reimbursement
- Social Security
- Provident Fund
- Housing loan program
- Annual bonus
- Annual salary adjustment and promotion
- New Year Celebration and annual trip activities

**How to Apply:** If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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会社説明