



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117065 | Japanese Interpreter & Secretary

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

1537191

業種

自動車・自動車部品

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: Japanese Interpreter & Secretary

Location: Min Buri, Bangkok

Job Type: Full-Time

Job Description:

Our client, a prestigious firm in Automotive, is looking for a Japanese Interpreter & Secretary to enhance their team. This role is perfect for fresh graduates who have achieved JLPT N2 or higher and are eager to start their career in a supportive and professional setting.

Responsibilities:

- Translate and interpret Japanese documents, emails, and meetings.
- Provide secretarial support including managing schedules, handling correspondence, and organizing files.

- Coordinate and assist with meetings, events, and travel plans.
- Ensure confidentiality and manage sensitive information appropriately.
- Collaborate with various departments to support language-related needs.

Requirements:

- JLPT N2 or higher certification.
- Bachelor's degree (fresh graduates are encouraged to apply).
- Strong communication skills in Japanese and English, both written and spoken.
- Excellent organizational and multitasking abilities.
- Ability to work independently and collaboratively.
- Proficiency in Microsoft Office Suite.

Benefits:

- Competitive salary and annual bonus.
- Professional growth and development opportunities.
- Inclusive and supportive work culture.

How to Apply: Interested candidates should submit their resume and cover letter by clicking on the "APPLY" button.

会社説明