



PR/117139 | Japanese 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

1537238

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 16:22

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 Description:

- Translate documents and facilitate communication in Japanese, Thai, and English for the Admin, HR, and Finance & Accounting departments.
- Provide interpretation support during meetings and discussions between Thai employees and Japanese management.
- Translate HR-related documents, such as training materials and employee records, as well as administrative files.
- Support financial and accounting tasks by translating reports and documents.
- Assist with various tasks related to HR and Admin operations as assigned.

Requirements:

- Bachelor's degree in Japanese Language or a related field.

- Proficiency in Japanese (JLPT N3 or above) with strong communication skills.
- At least 2-3 years of experience as a Japanese interpreter or in an administrative role.
- Proficiency in Microsoft Office and business communication tools.

Welfare benefits:

Housing allowance, Diligent, Transport allowance, Meal allowance
Language allowance, Group insurance, Provident fund, and Bonus

会社説明