



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/115880 | 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

1540228

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05月20日 12:12

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 Descriptions

1. Translate various documents for the HR department and the company president.
2. Manage and coordinate communication between Japanese and Thai executives.
3. Perform general HR and administrative duties.
4. Handle the requisition and inventory of company stationery and assets.
5. Oversee and manage executive drivers.
6. Process work permits, visas, and other documentation for Japanese staff.
7. Organize and prepare for company meetings.
8. Carry out additional duties as assigned.

Qualifications:

- Bachelor's degree in a relevant field
- At least 1 years' experience.
- Japanese Language Proficiency Test Level N3 up.

Welfare / benefits

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- Free lunch
- Shuttle service (Bang Saen, Mueang Mai, Phan Thong/Ban Kao, Don Hua Lo)
- Medical expense assistance
- Travel allowance: 80 THB per day
- Employee uniform
- Social security
- Group life insurance
- Diligence allowance: 300, 600, 1000 THB
- Overtime meal allowance: 40 THB
- Marriage assistance
- Childbirth assistance
- Funeral assistance
- Cost of living allowance: 1,000 THB
- Bonus: 4 months + 21K (Last year)

会社説明