



PR/117213 | Japanese Interpreter (Prachin buri)

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

1540382

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 12:16

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 Speaking Interpreter and Secretary

Location: Rojana Prachin Buri

Working condition: Monday-Friday 08.00-17.00, additional 1 Saturday working following / month but the company provide long day-off for special holidays.

Job Description:

Our client, a leading manufacturing business located in Prachin Buri Province, is seeking a dedicated and detail-oriented Japanese Speaking Interpreter and Secretary. The ideal candidate will possess strong communication skills in both Japanese and Thai and be able to provide administrative support while facilitating effective communication between the team and Japanese stakeholders.

Key Responsibilities:

- Interpret and translate verbal and written communications between Japanese and Thai.

- Provide administrative support including scheduling meetings, managing correspondence, and maintaining records.
- Assist in preparing reports, presentations, and other documents.
- Coordinate travel arrangements and manage logistics for meetings and events.
- Support various departments with translation needs and ensure accurate communication.

Requirements:

- Proficiency in Japanese (JLPT N2 or above).
- Strong command of English.
- Excellent organizational and multitasking skills.
- Ability to work independently and as part of a team.
- Fresh graduates are welcome to apply.

Preferred Qualifications:

- Previous experience in interpretation or administrative roles is a plus.
- Familiarity with office software (e.g., Microsoft Office Suite).

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- Friendly and supportive work environment.
- Shuttle bus service provided.

How to Apply: Please click apply with your updated Resume. We look forward to hearing from you!

会社説明