



## PR/117328 | Interpreter and Sales Admin

### 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

1542524

#### 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05月27日 10:55

### 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:** Interpreter and Sales Admin (JLPTN2+)

**Location:** Pathum Thani

**Job Type:** Full-time, Monday - Friday from 08:30 to 17:30

#### Responsibility:

- Support Sales Department on documentation tasks (PO, invoice, quotation, etc).
- Support in Japanese interpretation and translation between Japanese in management level and local dealer or sales team.
- Other tasks as assigned by supervisor.

**Qualification:**

- Bachelor's degree or above in any field.
- Good command in Japanese language (minimum JLPTN2).
- Able to communicate in English at basic level.
- Minimum 1 year of experience in Japanese interpretation.
- 2-3 years of experience in sales support function is highly preferred.
- Good teamwork spirit.

**Benefit:**

- Health Insurance
- Annual health check-up
- Provident fund
- Overtime
- Business trip allowance
- Annual leave
- Annual salary adjustment
- Annual bonus
- Uniform

**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!

---

会社説明