



PR/117350 | Admin and Interpreter (JLPTN3+)

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

1543417

業種

医薬品

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06月03日 10:44

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: Admin and Interpreter (JLPTN3+)

Location: Bangsaotong, Samutprakarn

Job Type: Full-time, Monday - Friday from 08:00 to 17:00

Responsibility:

- **Administration**

- Support staff and visitors from HQ in accommodation and travel arrangements matters (air ticket bookings, hotel, etc.)
- Support in purchasing and procurement function, including documentation.

- Manage factory and office supplier, procurement, and inventory management.
- Support for company initiatives such as safety & environmental compliance.
- Assist in the planning and operation of company events and internal activities.
- Other tasks as assigned.

- **Interpreter**

- Support smooth communication between Thai staff and Japanese management.
- Documents translation.

Qualification:

- Bachelor's degree in administration, arts or related field.
- Minimum 2 years of experience in interpretation or general administration.
- Proficient in Japanese (minimum JLPTN3).
- Proficient in English (minimum at conversational level).
- Proficiency in Microsoft Office (Word, Excel, Power Point, etc) is highly preferred.
- Ability to handle multiple tasks and work independently is an advantage.
- Able to commute to work onsite (no shuttle bus provided).

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