



## 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

1549190

#### 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09月02日 10:01

### 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!

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明