



PR/117478 | General Affair and 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

1549313

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07月08日 17:12

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 Title: Interpreter and Secretary (Japanese Speaking)

Permanent position

Location: Lat Krabang, Bangkok

Job Type: Full-time, Monday – Friday from 08:00 to 17:00 (with alternative Saturday)

Job Responsibility:

- Interpret during meetings and support in communication between Japanese and Thai staff.

- Assist in visa and work permit application process (document preparation, submit to the government office, etc.).
- Manage accommodation for Japanese staff (hotels and airline booking, driver arrangement, etc.).
- Other tasks assigned by MD.

Qualification:

- Bachelor's degree in any field.
- Proficient in Japanese (minimum intermediate level).
- Proficient in English (minimum at conversation level).
- Able to work multitasks is an advantage.
- Experience in new set-up company is an advantage.

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