



PR/117740 | HR and Interpreter (Japanese Speaking)

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

1553322

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29日 10:47

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

Location: Mabyangporn, Pluakdaeng, Rayong

Salary Total : 40-80K.

Working Day: Mon to Fri / 1-2 times / month they have Saturday working

Interview: 2 times at the factory

Key Responsibilities:

- Provide comprehensive support in general affairs and human resources operations.
- Assist in payroll calculation and related administrative tasks.
- Translate internal regulations, policies, and employment contracts.
- Coordinate and communicate with headquarters departments, including General Affairs, HR, Legal, Compliance, Internal Audit, and IT.

- Participate in talent development initiatives, including training programs, on-the-job training across departments, and job description follow-ups.

Qualifications:

- Bachelor's degree in any related field.
- Proven experience in back-office functions, including administration, human resources (HR), and general affairs (GA)
- Solid understanding of basic labor laws and employment regulations
- Experience in interpretation and translation (verbal and written)
- Strong numerical and analytical skills, particularly in payroll calculation
- Japanese Skill (N1-N2).

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明