



PR/117856 | HR and Japanese Interpreter (JLPT N2 or above)

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

1554682

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23日 06:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Position: HR & Japanese Interpreter (JLPT N2 or above)

Location: Bangsaotong, Samut Prakarn

Employment Type: Full-time, Permanent (Monday–Friday, 08:00–17:00)

Salary Range: 50,000 – 90,000 THB (open to negotiation based on experience and qualifications)

Benefits: Social Security, Group Insurance, Travel Allowance, Language Allowance, Fixed Bonus, and more

Key Responsibilities

General Administration

- Manage a variety of tasks across HR, general administration, purchasing, and interpretation.
- Oversee payroll, recruitment, and performance evaluation processes.
- Handle procurement and inventory management for both office and factory supplies.
- Support company initiatives related to safety and environmental compliance.
- Assist in organizing company events and internal activities.
- Perform other administrative duties essential to factory operations.

Japanese Interpretation

- Facilitate effective communication between Thai staff and Japanese management.
- Translate documents and provide interpretation support during meetings and daily operations.

Qualifications

- Bachelor's degree in administration, arts, or a related field.
- Minimum of 3 years' experience in interpretation or general administration.
- Japanese language proficiency at N2 level or higher.
- Fair command of English for verbal and written communication.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Capable of multitasking and working both independently and collaboratively.
- Must be able to commute to the worksite using personal transportation.

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