

タイの求人なら JAC Recruitment Thailand

PR/118105 | Assistant Management (Chinese 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

1559037

業種

自動車・自動車部品

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12月02日 04:00

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

Assistant Management (Chinese Speaking)

Work Experience: Several years of experience in a manufacturing environment

Language: Thai, Chinese (English is a plus)

Roles & Responsibilities:

- Responsible for executing any assignments assigned by management and ensuring they are implemented effectively.
- Responsible for translating Mandarin to English and Thai, both verbally and in written form.
- Follow up with current and potential customer inquiries.
- Assist management in implementing plans to achieve business goals.

- Provide translation services between Mandarin, English, and Thai for Chinese customers.
- Translate all Chinese documents and drawings into Thai or English.
- · Handle Chinese customer inquiries, quotations, etc.
- · Support the team in liaising with Chinese customers and suppliers, including Wuxi-Mi.
- Provide customer service support in both technical and administrative matters. Coordinate with internal and external
 parties to resolve issues related to Chinese customer requirements, expectations, complaints, and project
 management.
- · Build and maintain good relationships with Chinese customers to establish long-term partnerships.
- · Perform other duties as assigned from time to time.

Qualifications:

- Bachelor's degree in marketing, Business Administration, Mechanical or Industrial Engineering, or any related field.
- Good command of both spoken and written Chinese (Mandarin) and English.
- Several years of experience in a manufacturing environment (preferably in the precision plastic injection molding industry).
- · Strong communication, interpersonal, and negotiation skills.
- · Proficient in computer usage.
- · Able to drive and possess a valid driver's license.

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