



タイの求人なら
JAC Recruitment Thailand

PR/118137 | Japanese Interpreter & Secretary

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

1559057

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10月07日 09:01

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

Job Responsibilities:

- Provide interpretation between Thai and Japanese during meetings and discussions.
- Translate documents accurately between Thai and Japanese.
- Utilize advanced Japanese language skills.
- Manage and organize the Japanese president's calendar, appointments, and travel plans.
- Assist the president with personal and professional tasks, including booking restaurants, hotels, and flights.
- Liaise effectively with internal departments and external stakeholders.
- Handle administrative tasks such as work permit applications and 90-day reporting.
- Use Microsoft Office tools (Word, Excel, PowerPoint) proficiently.
- Perform other duties as assigned to support executive operation.

Qualifications:

- Bachelor's degree in Japanese language or a related field.
- Proven experience as a Japanese secretary is an advantage.
- Must be able to travel with the president for business trips within Thailand.
- JLPT N2+ or higher certification is mandatory

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