



## PR/159641 | Japanese Speaking Interpreter cum Administrative Assistant

## 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 マレーシア

## 求人ID

1560824

## 業種

自動車・自動車部品

## 雇用形態

正社員

## 勤務地

マレーシア

## 給与

経験考慮の上、応相談

## 更新日

2025年10月07日 11:29

## 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:** Interpreter and Administrative Assistant **Job Description:**

- Interpretation between the Japanese executive and two local staff members who do not speak Japanese, as well as with external parties such as insurance companies.
- Explanation of English documents to the executive.
- Handling visa and license-related matters (requires understanding of technical terms and the ability to simplify and explain them to the head office in Japan).
- Preparation of documents including presentations.
- Business trips (once a month) and business dinners (once a month).

**Requirements:**

- **Able to start working in 1st Nov**
- Candidate **does not require employment pass**
- Proficient in **Japanese (JLPT N2 or above)**, **English**, and preferably **Chinese**.
- Experience in interpretation, bookkeeping, and accounting is a plus.
- Capable of handling basic administrative tasks.

**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.my/privacy-policy>  
Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

---

会社説明