# PR/117994 | Interpreter & Secretary (Japanese-speaking N2+), New-set up company

## 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**
1562422

**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21日 10:19

## 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

Interpreter & Secretary (Japanese-speaking N2+), New-set up company

Location: Lad Krabang Industrial Estate

Salary: Up to 60,000 THB/Month

Working hours: Mon to Fri and Alternative Saturday 8:00-17:00

Responsibilities:

- Serve as a Japanese interpreter during meetings, ensuring smooth and accurate communication between Japanese and Thai stakeholders.
- Provide secretarial support to Japanese Managing Directors, including scheduling, correspondence, and administrative tasks.
- Assist with visa and work permit applications and renewals at relevant government offices.
- Coordinate travel arrangements for business travelers, including booking hotels, drivers, and airline tickets.

- Support the setup of new operations or projects, working collaboratively with relevant teams.
- Perform various tasks to facilitate business operations and ensure the comfort and efficiency of Japanese executives.

Qualifications

- Strong interpersonal skills with the ability to build positive relationships across cultures.
- Excellent communication skills in Japanese, Thai, and English (spoken and written).
- Detail-oriented and highly organized, with the ability to manage multiple tasks efficiently.
- Proactive and adaptable, with a problem-solving mindset.
- Experience in administrative support, travel coordination, and government procedures is a plus.
- Ability to work independently and as part of a team in a fast-paced environment.

Benefits:

- Bonus
- Health Insurance
- Transportation Allowance
- Perfect Attendance
- Annual Leave

**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