



PR/118814 | Human Resources Officer

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

1572819

業種

法律事務所

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

2026年06月09日 16:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

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

OVERVIEW

Our client is Japanese Company, now seeking for an experienced candidate to join as Patent Specialist (Workplace around BTS Pleonchit, Bangkok)

Position: Patent Specialist

Location: BTS Pleon Chit, Bangkok

Business: Law and Legal firm

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Prepare documentation for patent filings, including inventions, product designs, and petty patents, based on English-language foreign patent applications.
- Prepare and file new patent, petty patent, and design applications in Thailand, filing applications through the E-filing system and counter-filing with the Thai Patent Office.
- Manage deadlines for filing new applications and due dates for
- Review, interpret, and translate instructions from English patent application documents to create accurate and complete Thai-language application materials for submission to the Department of Intellectual Property.
- Modify and update patent descriptions from English to Thai using tools such as Acrobat Professional, Microsoft PowerPoint, and Microsoft Word.
- Perform Freedom to Operate (FTO) searches.
- Manage pay publication fees, file requests for substantive examination,
- file PPH/ASPEC requests, file corresponding patent applications and etc.
- Draft supporting documents such as Power of Attorney, Transfer of Rights Agreements, and various declarations by translating applicant names, inventor/designer details, and representative information from English to Thai.
- Translate technical terminology and refine invention descriptions required for amending patent applications.
- Perform additional tasks as assigned.

filing formal documents.

JOB REQUIREMENTS

- The salary range around 40,000 – 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Chemistry or any related field.
- Collaborative mindset with strong interpersonal and communication skills.
- Experience in intellectual property management and familiarity with basic IP law is advantage (e.g., experience with patent database searches, drafting patent and petty patent applications, and understanding relevant documentation).
- Ability to communicate in English with foreign.
- Having TOEIC score to guarantee English skill will be advantage
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work around BTS Pleon Chit, Bangkok.

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