



PR/120047 | JS Interpreter and Secretary (N1)

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

1602456

業種

レストラン・フードサービス

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07月14日 10:42

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

流暢

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

JS Interpreter and Secretary

Salary : 45,000 - 60,000 THB/m.

Location : Bangkok

Working : Mon-Fri. (09:00-18:00)

The position may involve occasional weekend assignments. Employees will receive weekday time-off in lieu for any weekend work performed.

Position Summary

Support Japanese management by facilitating communication, coordination, interpretation, and administrative activities to ensure efficient daily operations and effective collaboration between Thailand and Japan teams. Contribute to building a well-organized and professional working environment, particularly during the company's growth and establishment phase.

Key Responsibilities

- Act as a communication bridge between Thai and Japanese teams.
- Provide Japanese-Thai interpretation and translation for meetings, documents, reports, and business correspondence.
- Coordinate with internal departments, external partners, and the Japan headquarters.
- Manage executives' schedules, appointments, travel arrangements, and meeting logistics.
- Prepare presentations, reports, meeting materials, and meeting minutes.
- Support management with administrative, operational, and project-related tasks.
- Assist in improving organizational efficiency and supporting business operations.

Requirements

- Experience in secretarial, executive assistant, coordinator, interpreter, or related support roles.
- Business-level Japanese proficiency (JLPT N2 or above).
- Bachelor's degree in any discipline.
- Strong communication, coordination, and interpersonal skills.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint).

Preferred Qualifications

- JLPT N1 certification.
- Experience working in a Japanese company.
- Experience supporting senior executives or management.
- Background in the food, restaurant, or hospitality industry.
- Proactive, responsible, and able to work independently.
- Comfortable in a start-up environment with diverse responsibilities.
- Flexible, adaptable, and willing to take on new challenges.
- Motivated to grow with the company and contribute to its long-term success.

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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