



PR/120226 | Japanese Interpreter & Admin staff

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

1607771

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

2026年09月01日 05:00

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

日常会話レベル

日本語レベル

ビジネス会話レベル

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 Description

- Provide Japanese-Thai interpretation and translation support for internal and external communications.
- Assist the President/CEO with administrative, coordination, and executive support duties.
- Oversee general office administration, including document management and corporate records.
- Support project administration by coordinating schedules, resources, budgets, and related documentation.
- Manage personnel-related administration, order processing, and coordination with vendors and customers.

For Manager Level

- Perform all responsibilities listed above.

- Take overall responsibility for project administration, including workforce planning, operational management, schedule control, budget monitoring, and order management to ensure successful project execution.

Qualifications

- JLPT N2 certification or equivalent Japanese language proficiency.
- Strong ability to perform Japanese-Thai interpretation, translation, and administrative support duties.
- Proficient in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

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会社説明