



PR/120306 | Japanese Interpreter and Factory Admin 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

1609917

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 10:43

応募必要条件

職務経験

1年以上

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

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

Japanese Interpreter & Factory Admin Officer (Fresh Graduates Welcome)

Location: Samut Prakan

Key Responsibilities

- Provide administrative and operational support to Japanese management in the factory, ensuring smooth day-to-day operations.
- Work closely with various departments to coordinate activities, monitor progress, and facilitate the completion of assigned tasks.
- Act as a communication bridge between Japanese management and local employees to support effective collaboration and problem-solving.
- Assist with factory-related initiatives, including audits, inspections, workplace improvement activities, project support, and general site operations.

- Handle follow-up actions, documentation, and other administrative tasks necessary to maintain efficient factory operations.
- Deliver Japanese-Thai interpretation and translation support for meetings, business discussions, internal communications, and administrative matters.

Requirements

- Japanese language proficiency at JLPT N2 level or equivalent.
- Fresh graduates are welcome to apply.
- Willing to perform a variety of tasks as required, including packing, product delivery, product inspection/quality checking, and other on-site operational duties.
- Flexible and adaptable with a positive attitude toward supporting different operational activities.

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