



PR/120308 | HR & Administration Staff (Japanese Speaking N2)

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

1609919

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

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

HR & Administration Staff (Japanese Speaking N2)

Key Responsibilities

Human Resources Administration

- Handle visa and work permit applications and renewals.
- Manage 90-day reporting requirements for expatriate employees.
- Coordinate social security registration and medical insurance administration.

General Administration

- Provide interpretation and translation support in Japanese, English, and Thai.

- Coordinate company vehicles, drivers, and transportation arrangements.
- Support scheduling and administrative needs for expatriate employees.
- Manage uniform procurement and inventory control.
- Oversee office supplies and equipment purchasing, inventory management, and disposal processes.
- Arrange visas, flights, accommodations, and travel-related matters for overseas business travelers and training participants.
- Perform other administrative duties as assigned.

Qualifications

- Bachelor's degree in Japanese, Business Administration, or a related field.
- Japanese language proficiency at JLPT N2 level or above.
- At least 2-3 years of experience in Japanese, English, and Thai interpretation and translation.
- Good command of English
- Strong communication and interpersonal skills with the ability to work effectively in a small team environment.
- Proficient in Microsoft Office applications.

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明