

PR/120442 | Japanese Interpreter & Secretary

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
1614266

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11月03日 04:00

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
基礎会話レベル

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

Qualifications:
-Bachelor's degree in Japanese, Business Administration, or a related field.
-Japanese language proficiency at JLPT N1 level.
-Minimum 3 years of experience as a Japanese Interpreter, Secretary, Administrative Coordinator, or related position.
-Strong experience in interpretation, translation, and document support.
-Excellent communication and coordination skills.
-Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
Key Responsibilities:
-Provide Japanese interpretation and translation support between Japanese and Thai staff, both verbally and in writing.
-Assist with communication and coordination between the Accounting Department and other internal/external stakeholders.
-Support day-to-day secretarial duties, including schedule management, meeting coordination, and travel arrangements.
-Prepare, translate, and manage documents, reports, presentations, and correspondence.
-Coordinate meetings and prepare meeting minutes when required.

Welfare / benefits:
Medical support, meal allowance, living allowance,
Japanese language allowance and others.

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