



タイの求人なら
JAC Recruitment Thailand

PR/120515 | JS 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

1614514

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29日 10:17

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

Key Responsibilities:

- Provide interpretation services between Japanese and Thai for the President Director and visitors during meetings and official discussions.
- Communicate and disseminate the President Director's instructions to relevant departments within the company.
- Arrange transportation, hotel accommodations, and flight bookings for the President Director and guests.
- Prepare and circulate internal memoranda and official documents across the organization.

Qualifications:

- Bachelor's degree in Japanese, Business Administration, or a related field.
- Japanese language proficiency at JLPT N1 or N2 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.

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>

会社説明