



PR/120536 | Chinese Interpreter and Admin

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

1616080

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10月06日 10:32

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

基礎会話レベル

日本語レベル

無し

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

Provide interpretation and coordination support during bank visits and government-related procedures.

Assist with BOI applications, reporting requirements, factory operation permits, and related documentation.

Support company establishment activities, including general administration and procurement coordination.

Facilitate communication between management, local authorities, suppliers, and business partners.

Assist with document translation and correspondence in Chinese, English, and Thai as required.

Support various ad hoc tasks related to office and factory set-up.

Qualifications:

- Bachelor's degree in Japanese, Business Administration, or a related field.

- Chinese language proficiency at HSK 5 or above.

- Experience in interpretation, administration, sales coordination, customer support, or related functions is preferred.
- Good communication skills and ability to work in a start-up environment.
- Ability to handle multiple tasks and take initiative with minimal supervision.
- Strong organizational and coordination skills.
- Willingness to support both administrative and commercial 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