

PR/120734 | Japanese Speaking Administration & Interpreter

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
1621748

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10日 11:17

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
ビジネス会話レベル

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

- Japanese-Thai interpretation and communication support.
- Coordinate permits, licenses, and related government applications.
- Establish company regulations, internal policies, and administrative procedures.
- Support recruitment and hiring activities.
- Manage purchasing of office supplies and equipment.
- Handle visa and work permit arrangements for Japanese expatriates.
- Coordinate with outsourced accounting firms and external consultants.

- Provide general administrative and back-office support.

Qualifications

- JLPT N2 or above.
- English communication skills sufficient for business emails.
- Experience in Administration, HR, General Affairs, or related functions is preferred.
- Experience working for a Japanese manufacturing company is highly advantageous.
- Experience in a new factory setup or company startup environment is a strong plus.
- Positive attitude, cheerful personality, and strong interpersonal skills.
- Flexible and comfortable handling a variety of responsibilities in a startup environment.

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