JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/120810 | Admin Interpreter Leader

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
1623940

業種
化学・素材

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24日 10:22

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

Job Description:
• Thai Japanese / Japanese Thai interpretation for meetings, interviews, phone calls, and business communications.
• Translation of internal documents, technical materials, manuals, questionnaires, and R&D-related documents.
• Support communication between Japanese management and Thai staff, including researchers and business partners.
• Manage office administration, including equipment and office supply procurement, facility and contract administration.
• Coordinate and follow up on technical documents (SDS, COA, specifications) to support raw material registration and procurement.
• Conduct research and provide general administrative support as assigned.
Qualification:

• Bachelor’s degree in Japanese Language or a related field.

• Work experience as an interpreter over 5 years. (Candidates with knowledge of chemistry or experience as an interpreter supporting the Chemical or R&D departments will be given special consideration.)

• Work experience at a Japanese company

• Japanese language proficiency (JLPT N2 up)

• Computer skills (MS office).

• Commuting (Own car, motorcycle)

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

会社説明