



PR/115937 | Interpreter (Chinese-Thai)

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1504259

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 10:43

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

Our client is an international client who are producing **Metal/Steel/ Coil/Sheet for Automotive parts** looking **Chinese Interpreter** experiences.

- Position : **Chinese Interpreter & Secretary (Manufacturing)**
- Salary Range : **60-70K**
- Location : Pathumthani
- Working hour : Alt Sat
- Business : **Metal processing for Automotive parts**
- **Certified** : **HSK Level 6**

**Responsibilities**

- Monitor both Secretary & Interpreter functional to support **Top management (Chinese)**.
- Overall documentation interpreter from **Thai to Chinese language** related to **Manufacturing** processes.
- Organize Thai - Chinese in term of cross division departments required
- Support all production processes interpret and people coordinate with management
- Interpret between an operations staffs and Chinese managers
- Related other activities interpretation assigned
- Lead & handle secretary roles to support Top management (Conference, Work schedules, Interpret, Data collect etc.)

**Qualifications:**

- Bachelor's or above in **Business Administration/ Liberal Arts/ or related** fields.
- **3 years up** experience in **Chinese Interpreter/ Secretary** for **Manufacturing** fields.
- Good 4 skills of **Chinese language (Certified: HSK Level 6 )**.
- Strong communication and well – organized with high leadership, analytical skills.
- Details oriented, cheerful, positive thinker, high leadership, fluent, smart thinker, logical thinker.
- Strong in using (Microsoft Office Programs, Office 365, Email, Online conferences equipment ect.
- Professionally handle a high-pressure deadlines meeting along with multi- tasks.

**Interested candidate, please send your resume in English (Word format only)**

**Along with your recent photo and expected salary to us by E-mail**

**10F, Emporium Tower, 622 Soi 24, Sukhumvit Road,**

**Klongton, Klongtoey, Bangkok 10110**

**Tel: 0-2261-1270**

**Please feel free to contact : Autumporn (Consultant)**

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Company Description