



PR/116126 | Japanese HR & Interpreter (N3+)

## Job Information

### Recruiter

JAC Recruitment Thailand

### Job ID

1506731

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

Thailand

### Salary

Negotiable, based on experience

### Refreshed

November 26th, 2024 11:24

## 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

**Position:** Japanese Speaking HR & Interpreter

**Basic salary:** 30,000 – 40,000

### Job Description:

#### HRM

- Time Attendance
- Workflow
- Employee qualification data update

#### General affairs

- General purchasing/ dispose
- Company car & Driver
- Reservation (Air-ticket, pocket WIFI, golf, restaurant etc.)
- Check Japanese schedule
- Gift basket, New year card

**Health& Safety**

- Annual checkup for Japanese
- Annual checkup for Thai

**Interpreter & Translator**

- Interpreter (Japanese↔Thai)
- Translator(Japanese, English↔Thai)

**Qualification:**

- Bachelor's degree in related field.
- Japanese skill for internal communication includes telephone and email (upper N3)
- Has experience in Japanese interpreter in the meeting at least 1 year.
- Has experience interpreter in Manufacturing industry is a plus.
- Good In MS.Office

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Company Description