



PR/115880 | Japanese Interpreter

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513205

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 17:00

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 Interpreter**

Location **Chonburi.**

Job Descriptions

1. Translate various documents for the HR department and the company president.
2. Manage and coordinate communication between Japanese and Thai executives.
3. Perform general HR and administrative duties.
4. Handle the requisition and inventory of company stationery and assets.
5. Oversee and manage executive drivers.
6. Process work permits, visas, and other documentation for Japanese staff.
7. Organize and prepare for company meetings.
8. Carry out additional duties as assigned.

Qualifications

- Any gender, 25 years and above.
- Bachelor's degree in a relevant field

- At least 1 years' experience.
- Japanese Language Proficiency Test Level N3 up.

Interested candidates, please send your resume in English, along with a recent photo and your expected salary, to us by email.

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Company Description