



PR/115937 | Interpreter (Chinese-Thai)

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1513229

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 10:02

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)

Company Description