



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

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513302

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 12:17

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

Company Description