



PR/116230 | Secretary and Interpreter (Japanese speaking N2 or Above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513348

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 12:18

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: Secretary and Interpreter (Japanese speaking N2 or Above)

Industry: Food Industry

Workplace Area: Phrom Phong

Working time: Monday – Friday 08:30-17:30 P.M.

Job Responsibilities:

- Provide translation and interpretation during meetings and for various documents.
- Assist in organizing and coordinating meetings, ensuring all necessary materials are prepared and distributed.

- Act as a liaison between the MD and other teams, facilitating effective communication and collaboration.
- Oversee and support subordinates, ensuring they are well-guided, and their tasks are completed efficiently.
- Perform general administrative duties such as scheduling, correspondence, and maintaining records.

Qualifications:

- Bachelor's degree in any field.
- Proficiency in Japanese language (N2 level or higher).
- At least 2 years' experience in Secretary and Interpreter.
- Strong interpersonal skills with excellent communication abilities.
- Proven problem-solving and analytical skills.
- Ability to effectively prioritize and manage tasks.
- Ability to work independently and as part of a team.

Benefits:

- Health Insurance
- Annual Leave
- Performance/results-based Bonus
- Transportation/ Business Trip Allowance

Company Description