



## PR/116389 | Admin (Japanese Speaking)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513423

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 09:01

### 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

<b>Job Title:</b>	<b>Admin (Japanese Speaking)</b>
<b>Business Type:</b>	Financial and Banking
<b>Location:</b>	Bangkok, Thailand
<b>Job Type:</b>	Full-time, Monday – Friday from 08:30 to 17:00

**Job Responsibility:**

- Support Japanese staffs in VISA, Work Permit, rental contract, health care, transportation, etc.
- Coordinate with Accounting outsource company.

- Interpret for Japanese staffs.
- Create monthly report and submit to Japanese Head Quarter.
- Other tasks as assigned.

**Qualifications:**

- Bachelor's Degree in any field.
- Minimum Intermediate level in Japanese (JLPT N3) and English.
- Fresh graduates are welcome.

**How to Apply:** If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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Company Description