



PR/116710 | Assistant to MD & Interpreter (Hybrid working)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1521654

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 8th, 2025 21:00

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

Working Day: Monday to Friday (Hybrid Working)

Location: Harber mall, Leam Chabang, Chonburi

Key Responsibilities:

- Interpreter at meeting.
- Admin, GA support.
- Making documents for Import from China and Japan.
- Japanese MD Sales assistant.

- In the future: Will handle Sales *Depends on cod skill and passion.

Qualifications:

- Bachelor's degree.
- Sales support experience.
- BOI experience.
- Import and Export experience.
- Interpreter experience.
- Flexible personality.
- Welcome to challenge multi task.
- Japanese Test (N2+).
- Have a car and driver license.

Company Description