



PR/116033 | GA and Japanese Interpreter

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1510019

業種

化学・素材

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2024年12月11日 18:21

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Position: GA and Japanese Interpreter**Job Summary:**

We are seeking a skilled and versatile Japanese Interpreter to join our client team. The ideal candidate will provide interpretation and translation services, support General Affairs (HR) activities, and perform secretarial duties. This role requires excellent language skills, attention to detail, and the ability to handle multiple tasks efficiently.

Key Responsibilities:**• Interpretation and Translation:**

- Provide accurate and timely interpretation between Japanese and English during meetings, conferences, and other events.

- Translate documents, emails, and other written materials from Japanese to English and vice versa.

- **General Affairs (HR) Support:**

- Assist in HR-related tasks such as recruitment, onboarding, and employee relations.
- Maintain employee records and ensure compliance with company policies and procedures.
- Support the coordination of training and development programs.

- **Secretarial Duties:**

- Manage schedules, appointments, and travel arrangements for executives.
- Prepare and edit correspondence, reports, and presentations.
- Handle confidential information with discretion and professionalism.

Qualifications:

- Fluency in Japanese (N2-N1) and English (both written and spoken).
- Proven experience in interpretation and translation.
- Bachelor's degree in a related field or equivalent experience.
- Previous experience in a similar role is preferred.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.

会社説明