

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

1513348

**業種**

レストラン・フードサービス

**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24日 12:18

**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:** 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

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会社説明