



## PR/116711 | Japanese Speaking Officer

### 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

1524283

#### 業種

物流・倉庫

#### 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

2025年04月15日 05:01

### 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

#### Job Title: Japanese Speaking Officer – Corporate Planning department

**Location:** Bang Rak, Bangkok

**Working condition:** Monday – Friday 08.00 – 17.00

Saturday work following the company calendar (average once a month, sometimes no Saturday work) and long holidays provided for significant holidays.

**About the Company:** Our client is a leading organization in logistics, known for its commitment to excellence and innovation. They are currently seeking a highly motivated and skilled Japanese Speaking Officer to join their Corporate Planning department.

#### Key Responsibilities:

- Assist in the development and implementation of corporate governance policies and procedures.
- Provide support in the preparation and review of corporate documents and reports.

- Liaise with Japanese-speaking stakeholders, ensuring effective communication and collaboration.
- Conduct research and analysis on corporate governance trends and best practices.
- Translate documents and communications between Japanese and English as needed.
- Support the team in various administrative tasks and projects.

**Requirements:**

- Proficiency in Japanese, with a minimum of JLPT N2 certification.
- Bachelor's degree in business administration, Law, or a related field.
- At least 2 years of working experience in administrative, secretary, interpreter or related field.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Attention to detail and strong organizational skills.
- Proficiency in Microsoft Office Suite.

**How to Apply:** Interested candidates are invited to submit their resume by clicking apply button.

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会社説明