



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03月04日 11:44

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.

会社説明