

A PMA Electronics company (Japanese) Located at Cileungsi - Bogor which has been certified ISO 9001 & 14000, urgently need for a candidates to fill a position as

MANDARIN TRANSLATOR

Job Descriptions:

- Responsible for all translation in office both for document & verbal translate
- Doing all translation activity, related internal action company & customer
- Follow team to meeting on site and create minute of meeting
- Assisting Management in travel out of town

Requirements:

- **Female** (Max 35 years old)
- Minimum Diploma Degree all major from reputable university, prefer in Chinese literature
- Fluent in Mandarin & preferable English (spoken, listen and written)
- Good communication skill
- At least 1 year experience as Mandarin translator or work with Mandarin speaking to superior & subordinates (Fresh graduate are welcome)
- Willing to travel out of town duty or overseas when required
- Attractive and good attitude
- Can operate MS Office and other computer software
- Honest, hard working, discipline and responsible

If you feel meet the qualification required and are interested to fill the position, Please send your complete resume and recent color photograph to the email address below.

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