



JAC Recruitment

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Thailand

## PR/115880 | Japanese Interpreter

### Job Information

**Recruiter**[JAC Recruitment Thailand](#)**Job ID**

1536900

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:18

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Job Descriptions

1. Translate various documents for the HR department and the company president.
2. Manage and coordinate communication between Japanese and Thai executives.
3. Perform general HR and administrative duties.
4. Handle the requisition and inventory of company stationery and assets.
5. Oversee and manage executive drivers.
6. Process work permits, visas, and other documentation for Japanese staff.
7. Organize and prepare for company meetings.
8. Carry out additional duties as assigned.

## Qualifications:

- Bachelor's degree in a relevant field
- At least 1 years' experience.
- Japanese Language Proficiency Test Level N3 up.

**Welfare / benefits**

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- Free lunch
- Shuttle service (Bang Saen, Mueang Mai, Phan Thong/Ban Kao, Don Hua Lo)
- Medical expense assistance
- Travel allowance: 80 THB per day
- Employee uniform
- Social security
- Group life insurance
- Diligence allowance: 300, 600, 1000 THB
- Overtime meal allowance: 40 THB
- Marriage assistance
- Childbirth assistance
- Funeral assistance
- Cost of living allowance: 1,000 THB
- Bonus: 4 months + 21K (Last year)

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**Company Description**