



PR/117065 | Japanese Interpreter & Secretary

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1537191

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:21

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 Title: Japanese Interpreter & Secretary

Location: Min Buri, Bangkok

Job Type: Full-Time

Job Description:

Our client, a prestigious firm in Automotive, is looking for a Japanese Interpreter & Secretary to enhance their team. This role is perfect for fresh graduates who have achieved JLPT N2 or higher and are eager to start their career in a supportive and professional setting.

Responsibilities:

- Translate and interpret Japanese documents, emails, and meetings.
- Provide secretarial support including managing schedules, handling correspondence, and organizing files.

- Coordinate and assist with meetings, events, and travel plans.
- Ensure confidentiality and manage sensitive information appropriately.
- Collaborate with various departments to support language-related needs.

Requirements:

- JLPT N2 or higher certification.
- Bachelor's degree (fresh graduates are encouraged to apply).
- Strong communication skills in Japanese and English, both written and spoken.
- Excellent organizational and multitasking abilities.
- Ability to work independently and collaboratively.
- Proficiency in Microsoft Office Suite.

Benefits:

- Competitive salary and annual bonus.
- Professional growth and development opportunities.
- Inclusive and supportive work culture.

How to Apply: Interested candidates should submit their resume and cover letter by clicking on the "APPLY" button.

Company Description