



JAC Recruitment

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Thailand

PR/117139 | Japanese Interpreter

Job Information

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

1537238

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:22

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 Description:

- Translate documents and facilitate communication in Japanese, Thai, and English for the Admin, HR, and Finance & Accounting departments.
- Provide interpretation support during meetings and discussions between Thai employees and Japanese management.
- Translate HR-related documents, such as training materials and employee records, as well as administrative files.
- Support financial and accounting tasks by translating reports and documents.
- Assist with various tasks related to HR and Admin operations as assigned.

Requirements:

- Bachelor's degree in Japanese Language or a related field.

- Proficiency in Japanese (JLPT N3 or above) with strong communication skills.
- At least 2-3 years of experience as a Japanese interpreter or in an administrative role.
- Proficiency in Microsoft Office and business communication tools.

Welfare benefits:

Housing allowance, Diligent, Transport allowance, Meal allowance
Language allowance, Group insurance, Provident fund, and Bonus

Company Description