



PR/117213 | Japanese Interpreter (Prachin buri)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1540382

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 18th, 2025 07:00

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 Speaking Interpreter and Secretary

Location: Rojana Prachin Buri

Working condition: Monday-Friday 08.00-17.00, additional 1 Saturday working following / month but the company provide long day-off for special holidays.

Job Description:

Our client, a leading manufacturing business located in Prachin Buri Province, is seeking a dedicated and detail-oriented Japanese Speaking Interpreter and Secretary. The ideal candidate will possess strong communication skills in both Japanese and Thai and be able to provide administrative support while facilitating effective communication between the team and Japanese stakeholders.

Key Responsibilities:

- Interpret and translate verbal and written communications between Japanese and Thai.

- Provide administrative support including scheduling meetings, managing correspondence, and maintaining records.
- Assist in preparing reports, presentations, and other documents.
- Coordinate travel arrangements and manage logistics for meetings and events.
- Support various departments with translation needs and ensure accurate communication.

Requirements:

- Proficiency in Japanese (JLPT N2 or above).
- Strong command of English.
- Excellent organizational and multitasking skills.
- Ability to work independently and as part of a team.
- Fresh graduates are welcome to apply.

Preferred Qualifications:

- Previous experience in interpretation or administrative roles is a plus.
- Familiarity with office software (e.g., Microsoft Office Suite).

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- Friendly and supportive work environment.
- Shuttle bus service provided.

How to Apply: Please click apply with your updated Resume. We look forward to hearing from you!

Company Description