



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## PR/117318 | Japanese Interpreter (N2+)

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1542515

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 24th, 2025 08:00

## 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

## Key Responsibilities:

- Provide interpretation support for the Managing Director during meetings, visits, and other interactions, ensuring clear communication between Japanese and Thai speakers.
- Translate various documents from Japanese to Thai and vice versa, maintaining accuracy and cultural relevance.
- Assist in preparing for meetings by translating agendas, minutes, and other relevant materials, and support during the meetings as needed.
- Facilitate communication for Japanese visitors, ensuring they understand and are understood during their stay.
- Offer multiple support services, including administrative tasks, to ensure smooth operations and effective communication within the organization.

**Qualifications:**

- Bachelor's degree in Japanese or a related field is preferred.
- Fluent in Japanese with JLPT N2 or above, as well as English and Thai, both written and spoken.
- Previous experience in interpretation and translation, preferably in a business setting.
- Excellent verbal and written communication skills, with the ability to convey complex information clearly.
- Strong understanding of Japanese and Thai cultures to ensure accurate and culturally sensitive translations.
- Ability to handle multiple tasks and adapt to changing priorities in a fast-paced environment.

**Welfare & Benefit**

- Group insurance
- Yearly bonus
- Travel allowance
- Provident Fund
- Yealy outing
- Other allowances by the company policy.

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**Company Description**