



## PR/117328 | Interpreter and Sales Admin

### Job Information

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

1542524

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 27th, 2025 10:55

### 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

<b>Job Title:</b>	Interpreter and Sales Admin (JLPTN2+)
<b>Location:</b>	Pathum Thani
<b>Job Type:</b>	Full-time, Monday - Friday from 08:30 to 17:30

**Responsibility:**

- Support Sales Department on documentation tasks (PO, invoice, quotation, etc).
- Support in Japanese interpretation and translation between Japanese in management level and local dealer or sales team.
- Other tasks as assigned by supervisor.

**Qualification:**

- Bachelor's degree or above in any field.
- Good command in Japanese language (minimum JLPTN2).
- Able to communicate in English at basic level.
- Minimum 1 year of experience in Japanese interpretation.
- 2-3 years of experience in sales support function is highly preferred.
- Good teamwork spirit.

**Benefit:**

- Health Insurance
- Annual health check-up
- Provident fund
- Overtime
- Business trip allowance
- Annual leave
- Annual salary adjustment
- Annual bonus
- Uniform

**How to Apply:** If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

---

Company Description