



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117421 | Administrative & Translation Executive (Japanese Speaking - N2+)**Job Information****Recruiter**[JAC Recruitment Thailand](#)**Job ID**

1544005

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 10th, 2025 10:44

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

Our company is about Production and Sale of consumer and commercial foods, processed food ingredients, food improving agents, chemical improving agents, and Vitamin. And now we're looking for a Translator & Secretary - Japanese Speaking to provide our support to run business more smoothly.

Job Title: Administrative & Translation Executive (Japanese Speaking - N2+)**Business Type:** Food & Beverages**Location:** Phyathai, Bangkok**Job Type:** Full-Time, Monday-Friday 08:30-17:30**Responsibilities:**

- Administrative Scope (50%)
 - Manage the management's schedules, travel arrangements and other as required.
 - Manage emails, phone calls, and other forms of communication, ensuring timely and accurate responses.
 - Draft, proofread, and organize documents, presentations, and reports for meetings, conferences, and internal use.
 - Maintain filing systems for both electronic and physical documents, ensuring proper archiving and easy retrieval of information.
 - Provide general administrative support to team, including managing correspondence, preparing reports, and assisting with daily tasks.
 - Handle Staff claims.
 - Collaborate with team mate to take care daily operation for administrative, accounting, and logistic matters.
 - Other ad hoc tasks
- Translation Scope (50%)
 - Translate written documents, correspondence, contracts, and reports between Thai and Japanese with a high degree of accuracy and diligence.
 - Provide translation for official company communications, contracts and other documents as required.
 - Assist in interpreting for internal and external meetings, conferences, presentations, and negotiations.

Qualifications:

- Strong verbal and written communication skills in Thai and Japanese. (English is a plus).
- Proven experience in translation and interpretation, with a strong command of both languages and cultural understanding.
- Strong organizational and multitasking abilities to manage secretarial duties alongside translation work.
- Proficiency in office software (Microsoft Office Suite)
- Attention to detail and accuracy in both administrative tasks and translation work.
- 3-5 years of experience in a translation or secretarial role, with a focus on Thai and Japanese. English is a plus.
- Advance Diploma qualification holder
- Japanese Level – N2 and above

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