



JAC Recruitment

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Thailand

## PR/117213 | Japanese Interpreter (Prachin buri)

### Job Information

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

1549125

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:04

### 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!

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description