



JAC Recruitment

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Thailand

PR/117318 | Japanese Interpreter (N2+)

Job Information

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

1549172

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:08

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.

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