



JAC Recruitment

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Thailand

## PR/117478 | General Affair and Admin

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1549313

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:12

## 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:** Interpreter and Secretary (Japanese Speaking)

Permanent position

**Location:** Lat Krabang, Bangkok**Job Type:** Full-time, Monday – Friday from 08:00 to 17:00 (with alternative Saturday)

## Job Responsibility:

- Interpret during meetings and support in communication between Japanese and Thai staff.

- Assist in visa and work permit application process (document preparation, submit to the government office, etc.).
- Manage accommodation for Japanese staff (hotels and airline booking, driver arrangement, etc.).
- Other tasks assigned by MD.

**Qualification:**

- Bachelor's degree in any field.
- Proficient in Japanese (minimum intermediate level).
- Proficient in English (minimum at conversation level).
- Able to work multitasks is an advantage.
- Experience in new set-up company is an advantage.

**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!

**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**