



PR/117508 | Japanese Interpreter & Admin staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549338

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 11:47

General Requirements

Minimum Experience Level

Over 1 year

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

Responsibilities:

- Provide administrative support (e.g., labor management, accounting assistance, document handling, HR tasks, etc.)
- Interpret between Japanese and Thai staff
- Assist Japanese staff visiting from Japan (e.g., business trip arrangements, booking tickets, hotels, drivers, etc.)
- Communicate with Japan HQ via email in Japanese

Requirements:

- Bachelor's degree in Japanese or a related field
- Experience in interpretation and administrative tasks
- Good communication skills
- JLPT N3 or higher

Welfare / benefits

- Provident Fund
- Health Insurance
- Bonus 2-3 months (Dec)

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Company Description