

タイの求人なら JAC Recruitment Thailand

PR/118137 | Japanese Interpreter & Secretary

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559057

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 06:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities:

- Provide interpretation between Thai and Japanese during meetings and discussions.
- Translate documents accurately between Thai and Japanese.
- Utilize advanced Japanese language skills.
- Manage and organize the Japanese president's calendar, appointments, and travel plans.
- Assist the president with personal and professional tasks, including booking restaurants, hotels, and flights.
- Liaise effectively with internal departments and external stakeholders.
- Handle administrative tasks such as work permit applications and 90-day reporting.
- Use Microsoft Office tools (Word, Excel, PowerPoint) proficiently.
- Perform other duties as assigned to support executive operation.

Qualifications:

- Bachelor's degree in Japanese language or a related field.
- Proven experience as a Japanese secretary is an advantage.
- Must be able to travel with the president for business trips within Thailand.
- JLPT N2+ or higher certification is mandatory

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description