



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**

October 7th, 2025 09:01

### 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.

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## Company Description