



PR/159641 | Japanese Speaking Interpreter cum Administrative Assistant

Job Information

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

1560824

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 11:29

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

Position: Interpreter and Administrative Assistant **Job Description:**

- Interpretation between the Japanese executive and two local staff members who do not speak Japanese, as well as with external parties such as insurance companies.
- Explanation of English documents to the executive.
- Handling visa and license-related matters (requires understanding of technical terms and the ability to simplify and explain them to the head office in Japan).
- Preparation of documents including presentations.
- Business trips (once a month) and business dinners (once a month).

Requirements:

- **Able to start working in 1st Nov**
- Candidate **does not require employment pass**
- Proficient in **Japanese (JLPT N2 or above)**, **English**, and preferably **Chinese**.
- Experience in interpretation, bookkeeping, and accounting is a plus.
- Capable of handling basic administrative tasks.

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.my/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description