



PR/118191 | JS Interpreter and Sales support

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1560846

Industry

Other

Job Type

Permanent Full-time

Location

Thailand

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

Job Description:

Interpretation & Coordination

- Provide interpretation support for the Japanese branch manager.
- Assist Japanese staff during business trips by facilitating communication and logistics.
- Coordinate communication between Thai staff, Japanese staff, and clients.

Sales & Administrative Support

- Assist the sales team with administrative and operational tasks.
- Conduct client interviews to understand their needs and challenges and propose suitable solutions to promote services and products.

Management Responsibilities

- Oversee the Sales, Technical, and Operations (Security) departments in alignment with the Bangkok Head Office's direction.
- Manage quality standards, prevent contract cancellations, and ensure smooth coordination among departments.

Requirements:

- Bachelor's Degree in Japanese or related field.
- Proficiency in Japanese (JLPT N3) and Intermediate in English
- At least 2 years' experience as a Japanese interpreter.

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