



PR/118968 | JS Interpreter and Admin staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1578076

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 16th, 2026 11:39

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Coordinate internal communications and perform interpretation duties to support all departments.
- Translate documents for the Human Resources Department, Warehouse Department, as well as BOI and Free Zone-related documents.
- Handle general administrative tasks, including the procurement of office supplies.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in Japanese or a related field.
- Minimum of 1–5 years of experience as a Japanese Interpreter.
- Strong command of Japanese (JLPT N3 or above) and an intermediate level of English proficiency.

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Company Description