



PR/119090 | Japanese Coordinator (JLPT N2 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1579775

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Japanese Coordinator (JLPT N2 or above)

Working Hours: Monday - Friday, 08:00–17:00

Salary & Benefits:

- Basic Salary: 35,000 - 45,000 THB
- Language Allowance: JLPT N1: 3,000 THB
- Health Insurance Provided

Responsibilities:

- Provide translation and interpretation between Thai and Japanese (and occasionally English) for daily operations.

- Participate as an interpreter in internal and external meetings, including management meetings and Board-level discussions.
- Translate various documents such as management materials, meeting reports, and general business documents into Japanese.
- Support the department head in coordination, documentation, and administrative tasks.
- Assist in communication between teams to ensure smooth workflow and accurate information transfer.

Qualifications

- JLPT N2 or above required.
- Minimum 3 years of experience as a Japanese Coordinator or Interpreter.
- Strong interest in retail industry, product development, or marketing.
- Proficiency in Word, Excel, and PowerPoint (Excel skills are highly important).
- Strong communication skills and willingness to learn new tasks.
- Ability to work in a fast-paced, cross-cultural environment.

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Company Description