



## PR/119467 | Japanese Interpreter & Secretary (N2+)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1586612

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 12th, 2026 12:01

### 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 Interpreter & Secretary (N2+)

##### Job Description

- Provide Thai-Japanese interpretation during meetings.
- Translate documents between Thai and Japanese accurately.
- Manage the President's daily schedule and appointments.
- Provide personal and administrative support to the Japanese President, including arranging restaurants, accommodations, and air tickets.
- Coordinate with internal teams and external parties.
- Organize and support visits from business partners and head office representatives.
- Handle work permit and 90-day reporting processes.

- Prepare documents and reports using Microsoft Office (Word, Excel, PowerPoint).

#### Qualifications

- Bachelor's degree in Japanese or a related field.
- Japanese language proficiency at JLPT N2 level or higher.
- Experience as a Japanese Secretary is an advantage.
- Experience working or studying in Japan is preferred.
- Able to accompany the President on business trips to other provinces.

#### Salary

- THB 35,000 – 55,000 per month  
(Negotiable, depending on experience and qualifications)

#### Work Location:

Samut Prakarn

#### Working Hours

- Monday to Friday, 08:30 – 17:30
- Saturday work as per company calendar

**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