



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 26th, 2026 07:00

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

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

Company Description