



## PR/119896 | Chinese Interpreter and Assistant

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1599106

**Industry**

Other (Manufacturing)

**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**

Basic

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Job descriptions

- Provide interpretation support during meetings and daily operations
- Act as a communication bridge between internal teams and external parties
- Perform on-site Chinese–Thai interpretation for meetings and business activities
- Translate documents such as reports, emails, and presentations between Chinese and Thai
- Handle assigned coordination and administrative tasks
- Accompany executives to external meetings or client visits when required
- Ensure clear communication and help bridge language and cultural differences

#### Qualifications

- Bachelor's degree in Chinese, Business Administration, or related field
- Proficiency in Chinese and Thai (spoken and written)
- HSK Level 5+ is required
- 1–3 years of experience in interpretation, translation, or coordination (fresh graduates welcome)
- Strong communication and interpersonal skills
- Able to work in a fast-paced, multicultural environment
- Well-organized with good attention to detail
- Proactive, flexible, and able to multitask
- Willing to travel for business purposes when necessary

**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