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JAC Recruitment Thailand

PR/120021 | Japanese Interpreter & Sales Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1602445

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 02:00

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

JS Interpreter: Sales Coordinator (60:40)

Responsibilities:

- Interpret Japanese–Thai and Thai–Japanese for the Sales & Marketing Department, supporting communication between Japanese management, Thai staff, sales teams, and clients.
- Provide interpretation during internal and external meetings, including factory, office, client site visits, and online meetings.
- Translate documents such as reports, announcements, emails, product specifications, and sales-related data between Thai and Japanese.
- Prepare meeting minutes and sales summary reports in Japanese.
- Support order processing and after sales service by coordinating with responsible teams until products are shipped to customers.

Qualification:

- Bachelor's degree in Japanese, or a related field.
- Japanese language proficiency at JLPT N1 or N2 level.
- At least 3 years of experience as a Japanese Interpreter in a Japanese manufacturing company.

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