



PR/120132 | Interpreter (JLPT N3 or Above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1604903

Industry

Other

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Interpreter (JLPT N3 or Above)

Working Hours: Monday – Friday, 8:30 AM – 5:45 PM

(Flexible start time between 7:30 AM – 9:30 AM)

Key Responsibilities

- Provide Japanese-Thai interpretation support during meetings, discussions, and business communications.
- Accompany Japanese Sales staff on daily visits to customer sites and provide interpretation support during client meetings.
- Facilitate effective communication between Japanese expatriates and Thai clients.
- Assist Sales staff in preparing reports, presentations, quotations, and other business-related documents.
- Collect, organize, and summarize data required for sales activities and customer management.

- Coordinate with internal departments to ensure smooth communication and business operations.
- Provide administrative support, including scheduling, arranging meetings, and handling general office tasks.
- Support the Administration team with various ad hoc assignments as needed.
- Travel with Sales staff to customer locations using a company car with a driver provided.

Qualifications

- Bachelor's degree in any field.
- JLPT N3 or above with the ability to communicate effectively in Japanese.
- Experience as a Japanese Interpreter in a Japanese company is preferred.
- Strong interpersonal and communication skills.
- Comfortable with daily client visits and frequent work outside the office.
- Able to work independently, handle pressure, and adapt to changing situations.
- Proactive, resilient, and confident personality with a strong sense of responsibility.
- Good organizational and multitasking skills.
- Proficient in Microsoft Office applications.

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Company Description