



PR/120226 | Japanese Interpreter & Admin staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607771

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

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

Job Description

- Provide Japanese-Thai interpretation and translation support for internal and external communications.
- Assist the President/CEO with administrative, coordination, and executive support duties.
- Oversee general office administration, including document management and corporate records.
- Support project administration by coordinating schedules, resources, budgets, and related documentation.
- Manage personnel-related administration, order processing, and coordination with vendors and customers.

For Manager Level

- Perform all responsibilities listed above.

- Take overall responsibility for project administration, including workforce planning, operational management, schedule control, budget monitoring, and order management to ensure successful project execution.

Qualifications

- JLPT N2 certification or equivalent Japanese language proficiency.
- Strong ability to perform Japanese-Thai interpretation, translation, and administrative support duties.
- Proficient in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

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Company Description