



JAC Recruitment

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JAC Recruitment Thailand

PR/120306 | Japanese Interpreter and Factory Admin Officer

Job Information

Recruiter

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Job ID

1609917

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 10:43

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Japanese Interpreter & Factory Admin Officer (Fresh Graduates Welcome)

Location: Samut Prakan

Key Responsibilities

- Provide administrative and operational support to Japanese management in the factory, ensuring smooth day-to-day operations.
- Work closely with various departments to coordinate activities, monitor progress, and facilitate the completion of assigned tasks.
- Act as a communication bridge between Japanese management and local employees to support effective collaboration and problem-solving.
- Assist with factory-related initiatives, including audits, inspections, workplace improvement activities, project support, and general site operations.

- Handle follow-up actions, documentation, and other administrative tasks necessary to maintain efficient factory operations.
- Deliver Japanese-Thai interpretation and translation support for meetings, business discussions, internal communications, and administrative matters.

Requirements

- Japanese language proficiency at JLPT N2 level or equivalent.
- Fresh graduates are welcome to apply.
- Willing to perform a variety of tasks as required, including packing, product delivery, product inspection/quality checking, and other on-site operational duties.
- Flexible and adaptable with a positive attitude toward supporting different operational activities.

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