



JAC Recruitment

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JAC Recruitment Thailand

PR/120423 | JS INTERPRETER

Job Information

Recruiter

[JAC Recruitment Thailand](#)

Job ID

1614254

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:42

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Interpreter (Japanese Speaking)

Location: Bangkok

Key Responsibilities

Communication & Coordination

- Act as the main point of contact between Japanese expatriates and Thai employees.
- Coordinate cross-functional communication and support ongoing projects.
- Follow up on action items and ensure timely alignment among stakeholders.

Interpretation & Translation

- Provide Japanese Thai interpretation during meetings, business discussions, and management sessions.

- Translate business documents, reports, presentations, and internal communications.

Meeting Management

- Attend and support meetings involving Japanese management and local teams.
- Prepare agendas, presentation materials, and meeting documents.
- Record meeting minutes, summarize key outcomes, and track follow-up actions.

Executive & Business Support

- Provide administrative and business support to Japanese expatriates and executives.
- Assist with reporting, presentation preparation, and internal coordination.
- Arrange meetings with clients, business partners, and internal stakeholders.

Client & Sales Support

- Support communication and relationship management with Japanese clients.
- Prepare business correspondence and meeting documentation.
- Assist with sales administration and coordination activities.

Requirement

- Over 5 years of experience as a Japanese Interpreter in Japanese companies
- Proactive, outgoing, and confident in communicating with people across various departments
- Strong interpersonal and stakeholder management skills
- Available to start work between October and November

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

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Company Description