



タイの求人なら
JAC Recruitment Thailand

PR/120442 | Japanese Interpreter & Secretary

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614266

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:42

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

Qualifications:

- Bachelor's degree in Japanese, Business Administration, or a related field.
- Japanese language proficiency at JLPT N1 level.
- Minimum 3 years of experience as a Japanese Interpreter, Secretary, Administrative Coordinator, or related position.
- Strong experience in interpretation, translation, and document support.
- Excellent communication and coordination skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).

Key Responsibilities:

- Provide Japanese interpretation and translation support between Japanese and Thai staff, both verbally and in writing.
- Assist with communication and coordination between the Accounting Department and other internal/external stakeholders.
- Support day-to-day secretarial duties, including schedule management, meeting coordination, and travel arrangements.
- Prepare, translate, and manage documents, reports, presentations, and correspondence.
- Coordinate meetings and prepare meeting minutes when required.

Welfare / benefits:

Medical support, meal allowance, living allowance,
Japanese language allowance and others.

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