

PR/096273 | Korean Japanese Interpreter

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1616155

Industry
Chemical, Raw Materials

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 13:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
None

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Job ResponsibilitiesInterpretation & Communication Support

- Provide interpretation between Korean and Japanese during meetings, discussions, and daily business operations.
- Support communication between Japanese managers/team leaders and Korean expatriates/employees.
- Facilitate smooth communication among internal departments and stakeholders.

Documentation & Reporting

- Translate documents, reports, manuals, emails, and other business materials between Korean and Japanese.
- Prepare and manage development-related documentation and reports.
- Assist in drafting and maintaining production-related documents.

Production & Development Support

- Support communication related to product development and manufacturing processes.

- Coordinate between development, production, and management teams to ensure effective information sharing.
- Assist in identifying, compiling, and reporting product quality issues and production-related matters.
- Follow up and support projects as assigned by management.

RequirementsEducation
- Bachelor's degree (4-year university) or above.
- Major in Korean Language, Japanese Language, or related fields is preferred.

Language Skills
- Korean: TOPIK Level 5 or above.
- Japanese: JLPT N2 or above.
- Excellent verbal and written communication skills in both Korean and Japanese.

Experience
- Experience as a Korean-Japanese interpreter/translator is required.
- Experience in manufacturing, production, product development, or technical environments is preferred.
- Candidates with a technical background or experience supporting engineering/manufacturing teams will have an advantage.

Competencies
- Strong communication and interpersonal skills.
- Ability to handle confidential information professionally.
- Good organizational and documentation skills.
- Ability to work effectively in a multicultural environment.

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Company Description