

PR/120779 | Japanese-Speaking Interpreter and business support (JLPT N2)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623429

Industry
Digital Marketing

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Japanese-Speaking Interpreter and business support (JLPT N2)

Position Summary

We are seeking a motivated Japanese-speaking professional to support team of business development activities while facilitating effective communication between Japanese and Thai stakeholders. This role is primarily focused on business development, sales support, and marketing-related functions, with interpretation responsibilities forming a secondary part of the position.

The successful candidate will play a key role in supporting business operations, coordinating with internal teams and clients, and contributing to the company's growth initiatives.

Key Responsibilities

Interpretation & Translation Support

- Provide Japanese–Thai interpretation during internal meetings and discussions.
- Support communication during management meetings, project reviews, and business consultations.
- Assist with interpretation during client meetings, business negotiations, and external visits.
- Translate business documents, presentations, reports, and correspondence as required.
- Facilitate clear communication between Japanese and Thai stakeholders.

Business support

- Support sales activities and maintain relationships with existing and prospective customers.
- Assist in business development and market expansion initiatives.
- Conduct market research and analyze industry trends, customer needs, and competitor activities.
- Coordinate and support marketing campaigns, promotional activities, and branding initiatives.
- Prepare sales reports, proposals, presentations, and other business-related materials.
- Collaborate with internal departments to ensure smooth execution of sales and marketing activities.
- Support customer inquiries and business communications.
- Perform administrative and operational tasks related to sales and marketing functions.

Qualifications

Language Skills

- Japanese language proficiency at JLPT N2 level or higher.
- Strong verbal and written communication skills in Japanese and Thai.
- Ability to handle business correspondence and email communication in Japanese.
- Capable of providing accurate interpretation in a business environment.

Experience & Knowledge

- Experience or basic knowledge in one or more of the following areas and being Japanese Thai Interpreter with basic knowledge in business development, marketing planning, customer Relations
- Strong organizational and coordination skills.
- Proficiency in Microsoft Office applications, including Excel, PowerPoint, and Word.

Working Arrangement

- Full-time position.
- Ability to handle a diverse range of business responsibilities according to business requirements.
- Work Monday – Friday 8 hours (flexible times)

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