JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

# PR/120810 | Admin Interpreter Leader

## Job Information

**Recruiter**
JAC Recruitment Thailand

**Job ID**
1623940

**Industry**
Chemical, Raw Materials

**Job Type**
Permanent Full-time

**Location**
Thailand

**Salary**
Negotiable, based on experience

**Refreshed**
November 24th, 2026 10:22

## 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

Job Description:
• Thai Japanese / Japanese Thai interpretation for meetings, interviews, phone calls, and business communications.
• Translation of internal documents, technical materials, manuals, questionnaires, and R&D-related documents.
• Support communication between Japanese management and Thai staff, including researchers and business partners.
• Manage office administration, including equipment and office supply procurement, facility and contract administration.
• Coordinate and follow up on technical documents (SDS, COA, specifications) to support raw material registration and procurement.
• Conduct research and provide general administrative support as assigned.
Qualification:

• Bachelor's degree in Japanese Language or a related field.

• Work experience as an interpreter over 5 years. (Candidates with knowledge of chemistry or experience as an interpreter supporting the Chemical or R&D departments will be given special consideration.)

• Work experience at a Japanese company

• Japanese language proficiency (JLPT N2 up)

• Computer skills (MS office).

• Commuting (Own car, motorcycle)

**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
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

## Company Description